**Leave Request Email / Letter**

Dear [Recipient Name]

I would like to kindly ask you to grant me permission to leave the office for [5 days]. I am really sorry for the very late notice, but I did not plan for this urgent and unforeseen situation. [You may want to explain the situation in a few words to validate your request]. I wouldn’t dare to make such a request hadn’t I anticipated a recipient with a tolerant character like yourself. I am confident about your good judgment and I’m sure that you will understand the situation.

I have talked with my colleagues and they are more than happy to cover for me in my absence. I appreciate your consideration to my request. Thank you very much.

Best Regards