Dear Mr. / Mrs. (**Full Name or Surname)**,

I Puja Sharma, assistant sales executive of your office, would like to kindly ask for your approval for 2 days of leave. My younger brother has met with an accident yesterday and thus he needs me by his side now. I would also like to apologize to you for requesting you for taking leave on such a short notice but I am helpless. I hope you will understand my situation and grant me 2 days leave urgently.

I have also discussed with one of my colleagues and she has agreed to take my work in my absence. And if there is an emergency you can call me on my personal number at any time.

I will appreciate your kind consideration to my leave request for 2 days from 22nd July to 23rd July. I will join the office on 24th July again.

Thanking you in advance,

Best Regards