# Leave Request Letter

Dear [Supervisor’s Name],

I am writing to request permission to be away from work on [date] as I need to urgently report to my school to resolve an issue regarding missing marks. The matter requires my immediate attention in order to clear my records, and I must be present in person.

I kindly ask for your understanding as this is an emergency, and I assure you I will resume my duties promptly once the matter is resolved.

Thank you for your consideration.

Sincerely,

[Your Full Name]