

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally request vacation leave due to a family emergency that requires my immediate attention. I would like to request leave from [start date] to [end date].

I understand the importance of my responsibilities and will ensure that all my current projects are up to date before my departure. I will also be available via email for any urgent matters during my absence.

Thank you for your understanding during this difficult time. I appreciate your support and look forward to your approval.

Sincerely,

[Your Name]
[Your Job Title]