

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request emergency leave from work due to [brief explanation of the emergency situation, e.g., a family medical issue]. I will need to be away starting from [start date] and anticipate returning on [return date].

I apologize for any inconvenience my absence may cause and assure you that I will do my best to ensure a smooth transition of my responsibilities. I am happy to assist in any way I can before I leave to minimize disruptions.

Thank you for your understanding and support during this time. Please let me know if you require any further information.

Sincerely,

[Your Name]
[Your Job Title]