

[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 emergency leave from [start date] to [end date] due to [brief description of the emergency situation].

I understand the importance of my responsibilities and will ensure that all urgent matters are either addressed or delegated in my absence. I will also be available for any critical communications via [preferred contact method].

Thank you for your understanding. I look forward to your prompt response regarding my request.

Sincerely,

[Your Name]
[Your Job Title]