

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

Dear [Manager's Name],

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

I will ensure that all my responsibilities are managed in my absence and will be available via [phone/email] should you need to reach me.

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Job Title]