

[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],

Subject: Emergency Leave Application

I am writing to formally request an emergency leave of absence from work starting on [start date] due to [brief explanation of the emergency reason, e.g., a family medical emergency, personal health issue, etc.]. I anticipate that I will need [number of days] days off, returning on [return date], but I will keep you updated should my situation change. During my absence, I will ensure that all my responsibilities are handled, and I am happy to assist in coordinating coverage for my tasks with my colleagues.

Thank you for your understanding during this difficult time. I look forward to your approval of my leave request.

Best regards,

[Your Name]
[Your Job Title]
[Your Department]