

[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 Request

I am writing to formally request emergency leave from work due to [briefly explain reason, e.g., a family emergency, personal health issue, etc.]. I hope to take leave starting from [start date] and anticipate returning on [return date].

I understand the importance of my responsibilities and will ensure that all my ongoing projects are up to date before my leave. I am happy to assist in delegating my tasks to ensure continuity during my absence.

Thank you for your understanding and support during this time.

Sincerely,

[Your Name]  
[Your Position]