

[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 an emergency leave of absence due to [briefly explain the reason, e.g., a family emergency, medical issue, etc.]. I need to take time off starting from [start date] and anticipate returning on [return date].

I understand the importance of my responsibilities and will ensure that all my duties are covered during my absence. I am willing to assist in the transition and provide information to my colleagues before I leave. Thank you for your understanding of this urgent situation. Please let me know if you require any further information.

Sincerely,

[Your Name]
[Your Job Title]