

[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 due to [brief explanation of the situation, e.g., a family emergency, medical issue, etc.]. I would need to take leave starting from [start date] and anticipate returning on [return date].

I understand the importance of my responsibilities and will ensure that any urgent tasks are covered in my absence. [Optionally, mention any arrangements you have made or how you will stay reachable if needed.]

I appreciate your understanding during this difficult time. Please let me know if you need any further information or documentation.

Thank you for considering my request.

Sincerely,
[Your Name]