

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request emergency leave due to [briefly explain the reason, e.g., a family medical emergency, personal health issue, etc.]. I am unable to [describe the impact on your ability to work, e.g., attend work, complete my duties, etc.], and I believe that taking leave is necessary for my situation.

I request leave starting from [start date] and anticipate being away until [end date], returning on [return date]. I will do my best to ensure that all my responsibilities are covered before my departure and will be available to address any urgent matters via [mention your preferred method of communication].

Thank you for your understanding and support during this time. Please let me know if you require any further information or documentation regarding my request.

Sincerely,
[Your Name]
[Your Job Title]