

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

[Recipient Name]  
[Recipient Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request emergency leave from [start date] to [end date] due to [brief explanation of the reason for leave, e.g., a family illness, personal matter].

I understand the importance of my responsibilities and assure you that I will take the necessary steps to ensure a smooth transition during my absence. I will make arrangements to hand over my duties to [Colleague's Name] and will be available for any urgent matters via email or phone.

I appreciate your understanding in this matter and look forward to your prompt approval of my leave request.

Thank you for your consideration.

Sincerely,

[Your Name]  
[Your Job Title]