

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally request emergency leave from [start date] to [end date] due to [brief explanation of the emergency situation, e.g., a family medical issue].

I understand the timing may be inconvenient, and I assure you that I will do my best to ensure a smooth transition before my absence. I am willing to assist in any way possible to cover my responsibilities during this period.

Thank you very much for your understanding. I hope to return to work by [return date], but I will keep you updated on my situation.

Sincerely,

[Your Name]
[Your Job Title]