

[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 hope this message finds you well. I am writing to formally request emergency leave due to an unexpected situation that requires my immediate attention.

I will need to take leave starting from [start date] and anticipate returning on [return date]. I understand the timing may be inconvenient, and I sincerely apologize for any disruption this may cause.

I will ensure that all my responsibilities are managed in my absence and will provide any necessary assistance to facilitate a smooth transition.

Please let me know if there is anything further required on my part.

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Job Title]