

[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 [brief explanation of the situation, e.g., a family emergency, personal health issue, etc.].

I kindly ask for leave starting from [start date] to [end date], and I will ensure that my responsibilities are covered during my absence. I am happy to assist in any preparations to transition my workload.

Thank you for your understanding. Please let me know if you need any further information.

Sincerely,  
[Your Name]