

[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 am writing to formally request emergency leave from work due to [briefly explain the reason, e.g., a personal matter, family emergency, etc.]. I plan to be away from [start date] to [end date] and will ensure that all my responsibilities are managed during my absence.

Please let me know of any necessary documentation or procedures that I need to follow in this situation. I appreciate your understanding and support during this time.

Thank you for your consideration.

Sincerely,

[Your Name]
[Your Job Title]