

[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 due to [brief reason for the leave, e.g., a family emergency, a personal health issue, etc.]. I kindly ask for leave starting from [start date] to [end date].

I understand the importance of my responsibilities and will ensure that my duties are managed during my absence. I am willing to assist in the transition and provide any necessary information before my leave.

Thank you for your understanding.

Sincerely,

[Your Name]  
[Your Job Title]