

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Emergency Leave Request

I am writing to formally request emergency leave from work due to  
[briefly explain the reason, e.g., a personal health issue, family  
emergency, etc.].

The duration of my requested leave is from [start date] to [end date]. I  
will ensure that all my current responsibilities and tasks are managed to  
minimize disruption during my absence. [Optionally, mention a colleague  
who can cover for you or any arrangements made.]

I appreciate your understanding in this matter and look forward to your  
prompt approval. Please let me know if you need any additional  
information or documentation.

Thank you for your attention to this urgent matter.

Sincerely,

[Your Name]  
[Your Job Title]