

[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 [brief explanation of the emergency situation, e.g., a family emergency, medical issue, etc.]. I will need to take leave starting [start date] and anticipate returning on [return date].

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

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

Sincerely,

[Your Name]
[Your Job Title]