

[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 explanation of the emergency, e.g., a serious illness in the family, personal medical issue, etc.]. I apologize for the short notice and any inconvenience this may cause.

I will need to be away from [start date] to [end date] and will ensure that all my responsibilities are managed in my absence. I will [mention any arrangements you have made, such as delegating tasks or notifying clients].

Please let me know if you require any further information. I appreciate your understanding during this difficult time.

Thank you for your consideration.

Sincerely,

[Your Name]
[Your Job Title]