

[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 a leave of absence due to a family emergency. I will need to be away from work starting from [start date] and anticipate returning on [end date].

This situation requires my immediate attention, and I assure you that I will do my best to ensure a smooth transition of my responsibilities during my absence. Please let me know if you need any further information or if there is a process I should follow regarding my workload while I am away.

Thank you for your understanding and support during this difficult time.

Sincerely,

[Your Name]  
[Your Job Title]