

[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 [start date] to [end date] due to [brief explanation of the emergency situation]. I understand the timing may be inconvenient, and I apologize for any disruption my absence may cause.

I will ensure that all my responsibilities are managed prior to my leave and will coordinate with [colleague's name] to cover my duties if necessary. I am committed to keeping the team informed and will be available via [phone/email] for urgent matters during my absence.

Thank you for your understanding and support in this matter. I am looking forward to your prompt response.

Sincerely,

[Your Name]  
[Your Job Title]