

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Manager's Name]  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Manager's Name],

I am writing to formally request emergency leave starting from [start date] to [end date] due to [brief explanation of the reason, e.g., a personal matter, family illness, etc.]. I will ensure that all my responsibilities are covered during my absence.

Thank you for your understanding.

Sincerely,

[Your Name]  
[Your Job Title]