

[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],

Subject: Emergency Leave Request

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 family emergency, personal health issue].

I understand the importance of my responsibilities and will ensure that all my tasks are managed or delegated appropriately during my absence. I have [optional: "arranged for [Colleague's Name] to cover my duties" or "compiled a list of tasks that need attention during my time off"].

Please let me know if you need any further information or documentation regarding my request. I appreciate your understanding and support in this matter.

Thank you for considering my request.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Job Title]