

[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 inform you that I need to take emergency leave due to [brief explanation of the emergency, e.g., a family medical issue]. I am unable to attend work from [start date] to [end date].

I apologize for any inconvenience this may cause and will ensure all my duties are covered during my absence. Please let me know if you need any additional information.

Thank you for your understanding.

Sincerely,

[Your Name]  
[Your Job Title]