

[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 starting from [start date] to [end date] due to [brief explanation of the reason, e.g., personal issues, family emergency, etc.].

I understand the importance of my responsibilities and will ensure that all my duties are covered in my absence. I will be available via [phone/email] should any urgent matters arise that require my attention. Thank you for understanding my situation, and I hope to hear back from you soon.

Sincerely,

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