

[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 from [start date] to [end date] due to [brief explanation of the emergency situation].

I apologize for any inconvenience this may cause and assure you that I will do my best to ensure a smooth transition during my absence. I have [mention any arrangements made, such as delegating tasks or preparing documentation for a colleague].

Thank you for your understanding. I would appreciate your prompt approval of my leave request.

Sincerely,

[Your Name]
[Your Job Title]