

[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 due to [briefly explain the reason, e.g., a family emergency, health issue, etc.]. I am unable to fulfill my work responsibilities from [start date] to [end date].

I understand the impact of my absence on the team and will ensure that my ongoing projects are managed effectively before my leave. I will provide my team with all necessary information and delegate my responsibilities to ensure a smooth workflow during my absence.

I kindly ask for your understanding and support in this urgent matter.

Please let me know if any further information is required.

Thank you for your consideration.

Sincerely,

[Your Name]
[Your Job Title]
[Your Department]