

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Manager's Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally request emergency leave due to unexpected family issues that require my immediate attention. I would need to take leave starting from [start date] and anticipate returning to work on [return date].

I understand the importance of my responsibilities and will ensure that my tasks are handed over to [Colleague's Name] during my absence. I will do my best to minimize any disruption and will be available via email for urgent matters.

Thank you for your understanding during this difficult time. I appreciate your support and look forward to your prompt approval of my leave request.

Sincerely,

[Your Name]  
[Your Job Title]