

[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 personal reasons. I hope to begin my leave on [start date] and anticipate returning to work on [return date].

I understand the importance of my responsibilities and will ensure that all necessary tasks are managed in my absence. I am happy to assist in transitioning my workload to a colleague or provide any essential information needed.

Thank you for your understanding during this time. Please let me know if you require any further information or documentation.

Sincerely,

[Your Name]
[Your Position]