

[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 a sudden illness. I began experiencing symptoms [briefly describe illness, e.g., "that required immediate medical attention"], and my doctor has advised that I take some time off to recover.

I would like to request leave starting from [start date] to [end date]. I anticipate returning to work on [return date]. During my absence, I will ensure that my responsibilities are managed, and I am happy to assist in the transition by [mention any arrangements you will make, e.g., briefing a colleague].

Thank you for your understanding. Please let me know if you need any further information or documentation from my healthcare provider.

Sincerely,
[Your Name]