

[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 from work due to [brief explanation of the emergency reason]. I am unable to attend work starting from [start date] and anticipate returning on [return date].

I understand the inconvenience my absence may cause and am committed to ensuring a smooth transition during my time away. I will make sure to [mention any arrangements you plan to make, such as delegating tasks or providing information to colleagues].

Thank you for your understanding in this matter. Please let me know if you need any further information or documentation.

Sincerely,

[Your Name]  
[Your Position]