

[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],

Subject: Emergency Leave Request

I hope this message finds you well. I am writing to formally request emergency leave due to [brief description of the emergency situation, e.g., a family illness, personal health issues, etc.].

I will need to take leave starting from [start date] and expect to return on [return date]. I understand the importance of my responsibilities and will ensure that my current projects are handed over properly. [Mention any arrangements made for your absence, if applicable.]

I appreciate your understanding during this difficult time. Please let me know if you require any further information.

Thank you for your consideration.

Sincerely,

[Your Name]