

[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 am writing to formally request emergency leave due to [briefly describe the reason, e.g. a medical situation, family emergency] that requires my immediate attention. I regret any inconvenience this may cause and appreciate your understanding in this matter.

I am requesting leave starting from [start date] to [end date]. I will ensure that all my responsibilities are managed before my absence and will provide any necessary handover notes to my colleagues.

Please let me know if you require any further information or documentation related to my situation. Thank you for your support during this time.

Sincerely,

[Your Name]  
[Your Job Title]