

[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 an emergency leave of absence due to [brief explanation of the emergency situation]. I would need to be away from work starting [start date] and anticipate returning on [return date].

I apologize for any inconvenience this may cause and assure you that I will do my best to ensure a smooth transition of my responsibilities before my leave.

Thank you for your understanding. Please let me know if you require any further information.

Sincerely,

[Your Name]  
[Your Position]