

[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 starting from [start date] to [end date] due to [brief explanation of the reason, e.g., a family emergency, medical issue, etc.].

I will ensure that my responsibilities are managed in my absence and will be available for any urgent matters via email or phone.

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Job Title]