

[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 Application

I hope this message finds you well. I am writing to formally request emergency leave from [start date] to [end date] due to [brief reason for the emergency situation].

I understand the importance of my responsibilities, and I will ensure that my work is up to date before my leave. I am happy to assist in transitioning any urgent tasks to colleagues during my absence.

Thank you for considering my request. I look forward to your understanding and support.

Sincerely,

[Your Name]
[Your Position]