

[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 hope this message finds you well. I am writing to formally request a leave of absence from my night shift on [specific date(s)] due to a family emergency that requires my immediate attention.

I understand the importance of my responsibilities during this time and assure you that I will do everything possible to ensure a smooth transition for my work. I am willing to assist in finding coverage for my shift and will ensure that my duties are up to date before my leave.

Thank you for your understanding and support during this challenging time. I look forward to your positive response.

Sincerely,

[Your Name]  
[Your Job Title]