

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Supervisor's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Supervisor's Name],

I am writing to formally request emergency personal leave due to [briefly explain the reason, e.g., a family emergency, personal health issue, etc.]. I appreciate your understanding during this difficult time and assure you that I will do my best to manage my responsibilities during my absence.

I would like to request leave from [start date] to [end date]. I plan to [mention any arrangements made for your responsibilities, if applicable, e.g., delegate tasks, provide contact information for urgent matters].

Thank you for considering my request. I hope to hear from you soon.

Sincerely,
[Your Name]