

[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 time off due to a family emergency that requires my immediate attention. I would need leave starting from [start date] and anticipate returning to work on [end date].

I understand the impact of my absence and will ensure that all my responsibilities are managed in my absence. I am happy to assist in any way to facilitate a smooth transition prior to my leave.

Thank you for your understanding during this difficult time. Please let me know if you need any further information or if we can discuss this matter at your convenience.

Sincerely,

[Your Name]
[Your Position]