

[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: Application for Two Weeks Leave

I am writing to formally request a leave of absence for two weeks, from [start date] to [end date], due to an emergency situation that requires my immediate attention.

I understand the importance of my responsibilities and assure you that I will do everything possible to ensure a smooth transition during my absence. I will complete any pending tasks and be available to assist in the handover process prior to my leave.

I appreciate your understanding and support during this time. Please let me know if you need any further information or if there are forms I need to complete.

Thank you for considering my request.

Sincerely,

[Your Name]
[Your Job Title]
[Department]