

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Supervisor's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Supervisor's Name],

I am writing to formally request emergency leave from [start date] to [end date] due to [brief explanation of the emergency situation]. I apologize for the short notice and any inconvenience this may cause.

I will ensure that my responsibilities are managed during my absence and will be available to assist with any urgent matters remotely if possible. Thank you for your understanding. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Job Title]