

[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 urgent leave from work due to a family emergency that requires my immediate attention.

I would like to request leave starting from [start date] to [end date]. I will ensure that all my responsibilities are managed before my departure and will be available for any urgent matters via email or phone.

Thank you for your understanding during this difficult time. I appreciate your support.

Sincerely,

[Your Name]
[Your Job Title]