

[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 a leave of absence due to a family emergency that requires my immediate attention. I would need to take leave starting from [Start Date] and intend to return by [Return Date]. Please let me know if you need any further information or if there are forms I should complete prior to my leave. I appreciate your understanding during this difficult time.

Thank you for your support.

Sincerely,

[Your Name]
[Your Job Title]