

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

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

Dear [Manager's Name],

I am writing to formally request an emergency temporary leave of absence due to [brief explanation of the reason, e.g., a personal/family emergency]. I would need to take leave starting from [start date] and anticipate returning on [return date].

I understand the impact of my absence on the team and will do my best to ensure a smooth transition. I will complete any outstanding tasks and provide my colleagues with necessary information to assist during my time away.

Thank you for considering my request. I look forward to your understanding and support during this challenging time.

Sincerely,
[Your Name]