

[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 emergency time off due to [briefly explain the reason, e.g., a family emergency, personal health issue, etc.]. I kindly ask for your understanding regarding this urgent matter.

I would like to request time off starting from [start date] to [end date], if possible. I will do my best to ensure a smooth transition by [mention any steps you'll take to cover your responsibilities, if applicable].

Thank you for your understanding and support. Please let me know if you need any further information or if we need to discuss this in more detail.

Sincerely,  
[Your Name]