

Leave of Absence Request

[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 an emergency that requires my immediate attention. I would like to request leave starting from [Start Date] to [End Date].

I understand the impact that my absence may have on the team, and I am committed to ensuring a smooth transition by completing my current tasks and handing over any responsibilities before my departure.

Please let me know if you need any further information or if there are any forms I need to complete. I appreciate your understanding in this matter.

Thank you for considering my request.

Sincerely,
[Your Name]