

Family Emergency Leave 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 emergency leave due to a family situation that requires my immediate attention. I anticipate needing leave starting from [start date] and expect to return on [return date].

Please let me know if there are any forms or procedures I need to follow to formalize this request. I appreciate your understanding during this challenging time.

Thank you for your consideration.

Sincerely,

Your Name