

[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 leave of absence due to medical reasons. I am unable to perform my work duties effectively due to [brief description of medical issue], and my doctor has advised me to take time off for treatment and recovery.

As of now, I anticipate needing leave starting from [start date] to [end date]. I will keep you updated on my condition and notify you as soon as possible if my situation changes. I will ensure that all my responsibilities are handed over appropriately before my leave.

Thank you for your understanding regarding this matter. Please let me know if you require any further information or documentation.

Sincerely,

[Your Name]