

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 emergency leave from work due to mental health reasons. I understand the importance of our team's goals and responsibilities, and it is not a decision I take lightly. However, I believe it is essential for my well-being at this time.

I would like to request leave starting from [start date] to [end date], and I will ensure that my duties are managed in my absence. I can provide additional documentation from my healthcare provider if necessary.

Thank you for your understanding and support during this difficult time. I look forward to your response.

Sincerely,  
[Your Name]