

[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 unforeseen family circumstances that require my immediate attention. I would like to request leave starting from [start date] and anticipate returning to work on [end date].

I understand that my absence may cause inconvenience, and I am willing to assist in any way possible to ensure a smooth transition during my leave. Please let me know if there's anything specific you need from me prior to my departure.

Thank you for your understanding in this matter. I look forward to your prompt response.

Sincerely,
[Your Name]