

Leave Request for Family Crisis

Date: [Insert Date]

[Manager's Name]

[Company's Name]

[Company's Address]

Dear [Manager's Name],

I am writing to formally request a leave of absence due to a family crisis that requires my immediate attention. I would like to request leave starting from [Start Date] to [End Date].

This situation is urgent, and I appreciate your understanding and support during this difficult time. I will ensure that all my responsibilities are managed and will provide any necessary updates to my projects before my leave.

Thank you very much for considering my request. Please let me know if you need any additional information.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]