

[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 a leave of absence due to a family health emergency. Unfortunately, a close family member has fallen critically ill, and I need to provide immediate support and assistance during this difficult time.

I would like to request leave starting from [start date] to [end date]. I will do my best to ensure a smooth transition of my responsibilities and will be available for any urgent matters via email or phone.

Thank you for your understanding and support. Please let me know if you require any additional information or formal documentation regarding this leave request.

Sincerely,

[Your Name]