

# Urgent Family Emergency Leave Request

Dear [Supervisor's Name],

I hope this message finds you well. I am writing to formally request emergency leave due to a family situation that requires my immediate attention. Unfortunately, a family member is facing a critical health issue, and I need to be there to provide support.

I would like to request leave starting from [start date] to [end date]. I understand the importance of my responsibilities and will ensure that all my current tasks are delegated appropriately before my departure.

Please let me know if you need any further information or documentation. I appreciate your understanding and support during this challenging time.

Thank you for considering my request.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Contact Information]