

Absence Request for Family Emergency

Date: [Insert Date]

To,
[Supervisor/Manager's Name]
[Company/Organization Name]

Dear [Supervisor/Manager's Name],

I am writing to formally request a leave of absence due to a family emergency that requires my immediate attention. I hope to be away from [start date] to [end date].

I will ensure that all my responsibilities are managed before my departure, and I am happy to assist in any transitional arrangements that may be necessary during my absence.

Thank you for your understanding in this matter. I appreciate your support and look forward to your positive response.

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