

# Family Emergency Leave Application

To: [Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Date]

Dear [Manager's Name],

I am writing to formally request a leave of absence due to a family emergency that requires my immediate attention. The nature of the emergency involves [briefly describe the situation, e.g., "medical issues concerning a close family member"].

I would like to request leave starting from [start date] to [end date]. I will ensure that all my responsibilities are managed, and I am willing to assist in transitioning my tasks to maintain workflow during my absence.

Thank you for your understanding during this challenging time. I hope to hear from you soon regarding my request.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]