

# Emergency Leave Request Letter Template

[Date]  
[Your Address]  
[City, State ZIP Code]

[Recipient's Name]  
[Recipient's Position]  
[Company/Organization Name]  
[Company Address]  
[City, State ZIP Code]

Subject: Request for Emergency Leave

Dear [Recipient's Name],

I am writing to formally request emergency leave from [start date] to [end date], due to [briefly state the nature of the emergency, e.g., a medical, family, or personal emergency]. I apologize for the short notice and any inconvenience this may cause.

I assure you I will keep you updated about my situation and return to work as soon as possible. I have informed [colleague's name or supervisor] to manage my urgent tasks in my absence.

I kindly request your approval for this leave. Please let me know if any further information is required.

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Position/Department]

[Contact Information]