

[Your Name]
[Your Job Title]
[Date]

[Manager's Name]
[Company Name]

Dear [Manager's Name],

Please accept this letter as a formal request for an immediate compassionate leave of absence due to an unexpected family emergency. I am required to provide urgent care for [Family Member Name/Relationship], who has experienced a sudden [medical crisis/illness/injury].

I am requesting to be away from work starting [Start Date] and I anticipate returning on [End Date]. I will keep you updated if my situation changes and I require more or less time than currently expected.

Before my departure, I will ensure that [mention any urgent tasks or colleague covering for you] is handled. I understand the short notice of this request and appreciate your understanding during this difficult time for my family.

I am available via email at [Your Email Address] for any urgent work-related questions, though my responses may be delayed.

Thank you for your support and compassion.

Sincerely,

[Your Signature]
[Your Printed Name]