

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

[Manager's Name]  
[Company Name]

Subject: Emergency Leave Request - Severe Property Damage

Dear [Manager's Name],

Please accept this letter as formal notification that I need to take immediate emergency leave starting [Start Date] due to severe and unexpected damage to my property located at [Your Address].

The damage was caused by [Reason: e.g., flooding, fire, storm damage] and requires my urgent presence to handle emergency repairs, secure the premises, and meet with insurance adjusters. My current situation makes it impossible for me to perform my work duties at this time.

I anticipate being able to return to work on [Expected Return Date]. I will keep you updated if this timeline changes as I assess the full extent of the repairs needed.

I will do my best to check my email periodically for urgent matters, but please understand that my availability will be limited. I apologize for any inconvenience this sudden absence may cause the team.

Thank you for your understanding and support during this emergency.

Sincerely,

[Your Signature]  
[Your Phone Number]