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

[Manager's Name]
[Company Name]

Dear [Manager's Name],

I am writing to formally request an unpaid leave of absence due to an urgent family emergency. I am requesting this leave to begin on [Start Date] and I expect to return to work on [Return Date].

Due to the nature of this emergency, I need to focus my full attention on my family responsibilities during this time. I understand that this leave will be unpaid.

Before my departure, I will ensure that my current tasks are up to date. I am also available to discuss how my responsibilities can be covered while I am away. You can reach me at [Your Phone Number] or [Your Email Address] if there are any urgent questions regarding my workload.

Thank you for your understanding and support during this difficult time.

Sincerely,

[Your Signature]
[Your Printed Name]