

## Family Emergency Leave Email

Dear [Receiver's Name],

Sub: Emergency Leave Letter

I am writing to inform you that I have received a phone call from my mother this morning informing me that my father has suffered a heart attack and been admitted to ICU in [name of hospital and city]. I am therefore requesting a leave of absence for three days starting today in order to reach the hospital and be with my family. I plan to re-join work on [Date].

However, I wanted to let you know that I may need to extend my leave depending on the gravity of the situation. I have informed my teammates about my leave and they have agreed to cover for me. If you need to get in touch with me, you can reach me on [Your mobile number].

Thank you for your understanding and I look forward to hearing from you soon.

Sincerely,

[Your Name]