

# Formal Letter for Leave of Absence Due to Family Emergency

This **formal letter for leave of absence due to family emergency** sample provides a clear and professional template for employees or students requesting time off to attend to urgent family matters. It highlights the importance of communicating the reason for the leave respectfully, specifying the duration of absence, and expressing willingness to comply with any required formalities. Using this sample helps ensure the leave request is appropriately documented and considered by the recipient.

## Sample Letter

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Designation/Title]  
[Company/Organization/School Name]  
[Address]  
[City, State, ZIP Code]

Subject: Request for Leave of Absence Due to Family Emergency

Dear [Recipient's Name],

I am writing to formally request a leave of absence from [start date] to [end date] due to a family emergency that requires my immediate attention. I understand the importance of my responsibilities at [Company/Organization/School Name] and apologize for any inconvenience my absence may cause.

I assure you that I will do my best to complete any urgent tasks before my departure and will make arrangements to ensure a smooth workflow in my absence. I am also willing to provide any necessary documentation or fulfill any formal requirements as per company policy.

I kindly request you to grant me leave for the aforementioned period. Your understanding and support during this difficult time would be greatly appreciated.

Thank you for considering my request. Please let me know if you need any further information.

Sincerely,  
[Your Name]