**EMERGENCY LEAVE APPLICATION**

*Subject: Emergency leave application*

*Dear (Recipient’s Name)*

*It is with regret that I need to request an emergency leave starting today. As the nature of the leave is that they are unpredictable, I feel sorry that I am unable to provide you with more than one day of notice.*

*My sister met with an accident a few hours back, and she has been hospitalized in an emergency. I am required to be present at the hospital, along with my parents in Bangalore. I anticipate having most of my immediate issue to take taken care of within a week and hope to join office back on Monday, i.e. (date of your joining).*

*Please reach to me in case of any emergencies and queries regarding work at my email id ( email address) and my phone number ( contact number). You can also contact (colleague name) for any work-related discussions as she is aware of the ongoing project and tasks related to it.*

*Yours Sincerely,*

*(Your Name)*