

# Natural Disaster Leave Request

Subject: URGENT - Emergency Leave Required - Home Disaster

Dear [Manager's Name],

I need to request immediate emergency leave due to [flood/fire/storm damage] at my home that occurred [last night/this morning]. My family and I must address critical safety issues and secure temporary housing.

I need to leave immediately and request leave for [number] days starting today. I will update you within 48 hours regarding my return date once I assess the full extent of the situation.

I apologize for the short notice. I will check emails when possible and have notified [colleague] about urgent matters.

Thank you for your understanding.

[Your Name]

[Phone Number]

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