Urgent leave request due to emergency

Subject: Emergency Early Leave Request

Dear [Manager Name],

I need to leave work early today, [Date], due to an unforeseen emergency. I apologize for the short notice and will ensure any urgent tasks are delegated or completed remotely if possible.

I appreciate your prompt consideration and support.

Sincerely,

[Your Name]

Get more templates here:

https://www.lettersandtemplates.com/letters/early-leave-permission-letter