Subject : [Emergency] leave Application

Dear HR,

            I am writing this email to inform you that I need **Emergency leave** for **medical emergency** in my family**.**

I regretted my urgent leave because I got a call from my family that my sister was injured because of an **accident**. She was **hospitalized** so i have to be with my family right now that's why i am going to surat.

My leave starts today. Please reach if in case of any emergency or query regarding my work at email id and mobile number regarding my work.

I hope your answer will be positive for the leave application.

Thanks and regards,

Chirag Katrodiya