To

The Principal,

**[Institute Name],**

**[Institute Address]**

**(Subject: Emergency Leave Application Letter For Family Member Illness)**

Sir,

With due respect, I want to state that one of my family members has been sick since yesterday, So I will not be able to come to Institution today. The doctor has said that she has got viral flu, so she should take a rest at home for at least 1 day. I am the only person who can take care of her I need this emergency leave.

So I request you to kindly grant me leave of 1 day [Date].

Kind Regards.

Your obedient student,

**[Name]**

**[Roll Number]**

**[Class]**

**[Date]**