

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request the cancellation of my previously approved vacation leave scheduled from [start date] to [end date]. Due to an unforeseen family emergency, I will not be able to take my planned time off.

I apologize for any inconvenience this may cause and appreciate your understanding during this difficult time. Please let me know if there are any forms or procedures I need to complete regarding this matter.

Thank you for your support.

Sincerely,

[Your Name]