

Dear [Recipient's Name],

I am writing to inform you that I will be unable to attend work/school from [start date] to [end date] due to a family emergency. I understand the importance of my responsibilities and will ensure that all necessary arrangements are made to minimize any disruption during my absence.

Please let me know if there are any forms or further information you need from my side.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Contact Information]