

Dear Friends,

I hope this message finds you well. I am writing to inform you of a family emergency that has recently arisen. Due to the circumstances, I may be unavailable for the foreseeable future.

We appreciate your understanding and support during this challenging time. If you have any urgent matters, please feel free to reach out via email or text, and I will do my best to respond as quickly as possible.

Thank you for your compassion and understanding.

Warm regards,
[Your Name]