

Subject: Request for Support Due to Family Emergency

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you about a family emergency that has arisen, and I am reaching out to request your support during this challenging time.

Due to unforeseen circumstances, I have found myself in a situation that requires immediate attention and assistance. [Briefly explain the emergency, if comfortable, e.g., serious illness, accident, etc.]. As a result, I may need to take some time off to address these urgent matters.

I sincerely appreciate any support you can provide, whether it be emotional support, assistance with my workload, or flexibility with deadlines during this time. Your understanding and kindness would mean a lot to me and my family.

Thank you for considering my request. I look forward to hearing from you soon.

Warm regards,

[Your Name]

[Your Position]

[Your Contact Information]