

Dear [Instructor's Name],

I hope this message finds you well. I am writing to inform you that due to a family emergency, I will be unable to attend acting class on [date].

I understand the importance of our sessions and regret any inconvenience this may cause. I appreciate your understanding and support during this difficult time.

Please let me know if there are any materials I should review or assignments I can complete at home to stay on track.

Thank you for your understanding.

Sincerely,
[Your Name]
[Your Contact Information]