

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the early termination of my contract dated [Contract Start Date], due to an unforeseen family emergency that requires my immediate attention and presence.

I understand that this request may put you in a difficult position, and I sincerely apologize for any inconvenience this may cause. I am committed to ensuring a smooth transition during this time and am willing to discuss any necessary steps to facilitate this process.

Thank you for your understanding and support during this challenging period. I look forward to your response regarding my request.

Warm regards,

[Your Name]