

Emergency Contact Notification

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Urgent Personal Emergency Notification

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you of a critical personal emergency that has arisen. Unfortunately, due to unforeseen circumstances, I am unable to [briefly explain situation, e.g., attend work, fulfill obligations, etc.].

Please understand that this matter requires my immediate attention, and I will need some time to address it. I anticipate being unavailable from [start date and time] to [end date and time].

I will keep you updated on my situation and anticipate returning to [your responsibilities] as soon as possible. Thank you for your understanding and support during this challenging time.

Best regards,

[Your Name]

[Your Contact Information]