

Subject: Immediate Personal Emergency Alert

Dear [Recipient's Name],

I am writing to inform you of an immediate personal emergency that requires my attention. Due to unforeseen circumstances, I am unable to [describe what you cannot do, e.g., attend work, participate in planned activities, etc.].

I apologize for any inconvenience this may cause and appreciate your understanding during this challenging time. I will keep you updated and hope to resolve this situation as quickly as possible.

Thank you for your support.

Sincerely,
[Your Name]
[Your Contact Information]