

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you of an unexpected personal emergency that requires my immediate attention. Due to this unforeseen situation, I will need to [explain the absence, e.g., take time off work/leave the office early].

I apologize for any inconvenience this may cause and will ensure that any outstanding work is managed during my absence. I appreciate your understanding and support during this time.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]