

Subject: Notification of Personal Emergency

Dear [Recipient's Name],

I am writing to inform you of a personal emergency that requires my immediate attention. Due to this unforeseen circumstance, I regret to inform you that I will not be able to [attend work/meetings or complete specific duties] from [start date] to [end date].

I understand the importance of my responsibilities and will ensure that all urgent matters are handled in my absence. I will do my best to keep you updated and stay in contact during this time.

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Contact Information]