

Emergency Announcement

Date: [Insert Date]

Dear [Recipient's Name],

I am writing to inform you about a personal emergency that requires my immediate attention. Due to [brief explanation of the emergency], I will be unable to [explain impact on work, meetings or responsibilities].

During this time, I will do my best to ensure that my responsibilities are managed and will be available to address any urgent matters through [mention alternative contact method, if applicable].

I appreciate your understanding and support during this challenging time.

Sincerely,

[Your Name]

[Your Contact Information]