

Emergency Trip Adjustment Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an adjustment to my upcoming trip scheduled for [original trip dates]. Due to an unforeseen emergency, I am unable to proceed with the trip as planned.

I kindly ask for your assistance in rescheduling my trip to [proposed new dates], if possible. I understand the inconvenience this may cause and appreciate any effort you can make to accommodate my request.

Thank you for your understanding and support during this time. Please let me know if you need any further information.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]