

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title/Position]  
[Organization/Unit Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to inform you of a family emergency that requires immediate attention.

[Briefly explain the nature of the emergency and its urgency, without disclosing overly sensitive information.]

Due to the circumstances, I am requesting [specific assistance or consideration needed, such as leave, support, etc.].

Thank you for your understanding and support during this difficult time.

I appreciate your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position/Rank, if applicable]