

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you of a family emergency that requires my immediate attention outside the country. Due to this unforeseen circumstance, I will need to [briefly explain the situation, e.g., travel, be absent from work, etc.].

I understand the importance of my responsibilities and assure you that I will do my best to manage my duties remotely during this time. I anticipate being away from [start date] to [end date], but I will keep you updated on any changes to my situation.

Thank you for your understanding and support during this challenging time. Please let me know if there's anything specific you would need from me in my absence.

Sincerely,

[Your Name]
[Your Title/Position] (if applicable)