

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well.

I am writing to inform you of my current situation that requires me to discuss certain personal reasons that may impact my [work/schedule/commitments].

[Briefly outline your situation while maintaining professionalism and confidentiality. You can mention the nature of the personal reasons without going into excessive detail.]

I appreciate your understanding and support during this time. I am committed to ensuring that my responsibilities are managed effectively and would be happy to discuss any adjustments needed moving forward. Thank you for your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]