

[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 letter finds you well. I am writing to inform you about a personal matter that requires my attention and may impact [specific aspect, e.g., my availability at work, my participation in a project, etc.].

[Briefly explain the situation without going into excessive detail. Focus on the necessary information and how it affects your responsibilities.]

I appreciate your understanding and support during this time. Please let me know if further discussion is needed or if you require any additional information.

Thank you for your consideration.

Sincerely,

[Your Name]