

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to inform you that due to personal reasons, I [briefly state the reason, e.g., "will need to take a leave of absence" or "am unable to fulfill my current obligations"].

I appreciate your understanding and support during this time. Please let me know if there are any necessary steps I should take or if further information is required.

Thank you for your attention to this matter.

Sincerely,
[Your Name]