

[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 am writing to formally inform you that, due to personal reasons, I will be unable to [state the specific request: e.g., attend work, attend a meeting, participate in a project, etc.] on [specific date(s)].

I understand the importance of [mention any relevant responsibility], and I assure you that I have taken the necessary steps to ensure a smooth transition during my absence. [Optionally, provide a brief explanation of how you will manage your responsibilities or who will cover for you].

Thank you for your understanding in this matter. I appreciate your support and consideration.

Sincerely,

[Your Name]

[Your Job Title, if applicable]