

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

[Recipient's Name]  
[Recipient's Title]  
[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 personal matter that requires my attention and may impact my [current role, responsibilities, or schedule].

[Briefly explain the situation, maintaining a professional tone and keeping details minimal.]

I appreciate your understanding and support during this time. Please let me know if we can discuss this matter further or if there are any specific steps you would recommend I take.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Job Title] (if applicable)