

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

Dear [Recipient's Name],

I am writing to formally request an excuse for my absence on [specific date(s)] due to a family matter that requires my immediate attention.

[Brief explanation of the family matter, if you choose to include it.]

I appreciate your understanding and support during this time. Please let me know if you require any further information or documentation regarding my absence.

Thank you for your consideration.

Sincerely,

[Your Name]