

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an excuse for my absence on [specific dates] due to a personal emergency that required my immediate attention.

I understand the importance of [attending class/working] and regret any inconvenience my absence may have caused. I assure you that I am committed to catching up on any missed work or responsibilities.

Thank you for your understanding. Please let me know if you require any further information.

Sincerely,  
[Your Name]