

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally inform you of my absence from [work/school] on [specific date(s)] due to personal reasons.

I sincerely apologize for any inconvenience this may cause and appreciate your understanding in this matter. Please let me know if there are any forms or protocols I should follow to formalize my absence.

Thank you for your consideration.

Best regards,

[Your Name]
[Your Job Title/Position, if applicable]