

[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 formally inform you that I was unable to attend [work/school or specify the event] on [dates of absence] due to a family emergency that required my immediate attention.

I understand the importance of my responsibilities and apologize for any inconvenience my absence may have caused. I am committed to catching up on any missed work or assignments and am available to discuss how I can best do this.

Thank you for your understanding during this challenging time. I appreciate your support.

Sincerely,

[Your Name]