

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[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 notify you in advance about a personal matter that will require my attention.

I will need to [briefly describe the nature of the personal matter, e.g., take time off, adjust my schedule, etc.], and I anticipate this will occur on [specific dates or time frame]. I want to ensure a smooth transition during my absence and will be happy to assist in any way I can to prepare for it.

Please let me know if you would need any further information or if there are any forms I need to fill out to formalize this process.

Thank you for your understanding and support.

Sincerely,

[Your Name]
[Your Job Title]