

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title/Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally inform you that I was unable to [attend
work/school/other obligations] on [specific date(s)] due to a family
emergency.

[Briefly explain the nature of the emergency, if appropriate, or state
that it was personal].

I appreciate your understanding during this difficult time and assure you
that I will [make up for missed work/completion of assignments/etc.].

Thank you for your consideration.

Sincerely,
[Your Name]