

Urgent family emergency leave request

Subject: Emergency Family Leave Request

Dear Principal [Name],

I am writing to request immediate emergency leave due to a serious family situation that requires my urgent attention and presence.

A close family member has been hospitalized with a critical condition, and I need to be with them during this difficult time. I anticipate needing approximately [duration] days off, starting immediately.

I understand this short notice creates challenges for classroom coverage. I have contacted [colleague name] who has agreed to oversee my classes temporarily. My lesson plans for this week are available on my desk, and I will email additional materials tonight.

I will keep you informed of any changes to my expected return date and will provide updates as the situation develops. I can be reached via phone or email for any urgent school matters.

Thank you for your understanding during this family emergency.

Respectfully,

[Your Name]

[Date]

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