

Personal emergency class cancellation

Subject: Class Cancelled - Personal Emergency

Dear Class,

Due to a family emergency requiring my immediate attention, I need to cancel classes for [Date/Dates].

I apologize for any inconvenience this may cause. Please continue with your assigned readings and work on the project we discussed last class.

I will email you by [Date] with updates about when we will resume and any adjustments to our schedule.

Thank you for your patience and understanding during this difficult time.

Sincerely,

Professor [Name]

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