

Emergency Permission

Subject: Request for Emergency Permission

Dear [Supervisor/Teacher Name],

Due to an unforeseen emergency, I am requesting permission to be excused from my duties/classes from [start date] to [end date]. I apologize for the short notice and will make arrangements to address pending responsibilities.

Thank you for your understanding.

Sincerely,

[Your Name]

Get more templates here: <https://www.lettersandtemplates.com/letters/permission-letter>