

Emergency Family Leave Letter

Subject: Urgent Family Emergency - Leave Request

Dear [School Staff],

I must request immediate leave for [Student's Name] due to an unexpected family emergency requiring our immediate attention and travel.

Our family is facing a serious situation involving [brief, appropriate description - illness of grandparent, family crisis, etc.] that requires [Student's Name]'s presence and support. We anticipate this absence will last approximately [duration].

I understand this is short notice, and I sincerely apologize for any inconvenience. We will stay in communication regarding [Student's Name]'s return and make every effort to minimize academic impact.

Please keep our family in your thoughts during this difficult time.

Gratefully,

[Your Name]

[Emergency Contact Information]

[Date]

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