

Emergency Trip Notification Message Template

Subject: URGENT - Emergency Travel Notification

Dear [Recipient],

Due to an unexpected family emergency, I must travel immediately to [destination] and will be away from [start date] until approximately [estimated return date].

I understand this creates challenges with [work/commitments/responsibilities], and I sincerely apologize for the short notice. I am working quickly to arrange coverage for my immediate responsibilities and will provide updates as the situation develops.

During this emergency travel, my availability will be extremely limited. For urgent matters, please contact [alternate contact person] at [contact information]. I will check messages when possible but cannot guarantee response times.

I appreciate your understanding during this difficult time and will provide updates about my expected return as soon as I have more information.

Thank you for your patience and support.

Regards,

[Your Name]

[Contact Information]

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