

James Lee

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To
Ms. Patel
TechNova Inc.

Dear Ms. Patel,

I hope you are doing well. Unfortunately, a sudden family issue has come up that requires my immediate attention. I kindly request emergency leave starting today, **July 18, 2025**. I apologize for the short notice and appreciate your patience.

I've updated all project status notes and briefed the development team so that there's minimal disruption. I'll check my email intermittently in case of any urgent matters.

Thank you for your support and understanding during this time.

Sincerely,

James Lee