

To Ms. Ramirez

Innovatech Solutions

Dear Ms. Ramirez,

I am writing to let you know that a family emergency has occurred, and I must request emergency leave starting today, **July 18, 2025**. I realize the short notice is inconvenient and apologize sincerely.

I've made arrangements with the project team to continue workflows during my absence. I will remain reachable by email or phone in case of any urgent developments.

Thank you for your patience and understanding.

Warm regards,

David Miller