

[Mention the name of the sender]

[Mention the address of the sender]

[Mention the contact details]

[Mention the Email address]

[Mention the date]

Subject- Request letter.

[Mention the name of the recipient]

[Mention the address of the recipient]

[Mention the contact information]

Dear [Mention the name of the recipient],

Regarding the topic at hand, I'd like to bring to your notice that I'm suffering from severe back pain, and my doctor has advised me to rest for [Mention the total days of leaves] days. The doctor also suggested getting an MRI scan, as well as a week of physiotherapy and other drugs.

I am unaware of my future leave options because the scenario is dependent on how much rest I can take. I am eager to participate in such workshops that will assist me in accelerating my personal and professional development.

Please allow me to leave for [Mention the total period of off days] days, from [Mention the beginning date of leave] to [Mention the end date of leave], for the improvement and rapid recuperation of my lower back.

This week, I will provide you with the final draft and send the file to you. Also, please let me know if any other explanations are needed for the case. If I need to attend another session meet, I will notify you as soon as possible.

You can reach me through email at [Mention the email id of the sender], or you can directly contact me over a call on [Mention the contact number of the sender]. I've attached my medical certificate to this letter. You can also contact [mention the name

of the colleague for any work-related talks because she is aware of the ongoing project and its duties.

Thank you so much for giving your valuable time.

[Mention the of the sender]

[Mention the phone number]

[Signature]