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**Dear Anderson,**

I am composing this letter to formally illuminate you that I won't be available in the workplace for 10 days. My grandma isn't well and I should be with her to fare thee well and give timely meds. The specialist has identified typhoid and prompted her to have total bed rest. I am encasing a letter from the physician for your reference.

I trust you will comprehend my circumstance and award me leave from 17th January to 27th January.

Thanking you,

**Yours sincerely**

**Tim Cook**