

Leave Letter for Headache - Email Format

Subject: Leave Letter for Headache

Dear [Teacher's Name],

I am writing this email to request a one-day leave from classes due to a severe headache. I am finding it hard to concentrate and I do not want to risk my health by attending classes. As per the doctor's advice, I need to rest and avoid any strenuous activity.

I have already informed my classmates about the missed classes, and I will make sure to catch up on the missed lessons as soon as I get back to school. I will also submit any pending assignments as soon as possible.

I apologize for any inconvenience this may cause and I appreciate your understanding in this matter. If you need any further information or clarification, please do not hesitate to contact me.

Thank you for your consideration.

Sincerely,
[Your Name]