To

[The Recipient Name]  
[Designation]  
[Company Name]

Dear [NAME],

This letter is to inform you about one day’s leave request because of back pain. I have been working long hours for the past few days ignoring my health issues. As a result, I have got back pain and I am unable to perform official tasks while sitting. I have to consult a doctor in diagnosing the problem and for this reason, I want today’s leave. I make sure that I will resume duties from tomorrow. I am apologetic for informing you at the eleventh hour and causing annoyance.

Sincerely,

[Your Name]  
[Designation]  
[Company Name]

DATE: