[Date]

To

[Recipient Name]

[Title]

[Street Address]

[City, ST ZIP Code]

Dear [Recipient Name]:

I am writing to inform you that I was unable to attend work today (August 14, 20xx). My mother has been unwell, and I had barely slept in the past 3 days. Unfortunately, fatigue finally overcame me, and I overslept today. Kindly, grant me a leave today so that I can rest, and I shall be back to work tomorrow.

In case of any queries, please do not hesitate to contact me on [xxx@workmail.com](mailto:xxx@workmail.com).

Thank you for your understanding.

With thanks

Mrs. Shaggy