|  |  |
| --- | --- |
|  | Street Address, City, ST ZIP Code  Telephone  Email |

Date

Dear Recipient,

This email is to inform you of my sudden extreme migraine leaving me unable to come to the office. I was absolutely prepared for today’s routine but as soon as I woke up this morning, I am suffering from the severe and constant attacks of migraine. I tried to soothe the pain by eating the pain killers as well, but nothing worked out well. I believe that I have to go to the doctor on an urgent basis to overcome this state. Whatever work is due from today I assure you to get it accomplished by right tomorrow. Thank you for understanding.  Regards,

William Smith.