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

Date

Dear Recipient,

The purpose to write this email is to bring it to your knowledge that I won’t be able to come to the office tomorrow as I fell off from the stairs. I got many wounds on my legs and arms some of which I can even show you the day after tomorrow. I just came back from the doctor and she advised me to take rest at least for a whole day. I also got my x-rays done in order to see if my bones affected by this jerk. I will get my x-rays reports tomorrow and depending upon that will further decide which way to proceed.

I have also attached my MC with this email. Thank you!