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

Date

Dear Recipient,

The purpose of writing this email is to inform you that I am not able to come to the office today as I am under the weather having flu and sore throat to the worst. I was taken to the emergency room late night as it kept on getting worse. I could hardly say a word and breathe when I was taken to the hospital in a state of dizziness. The doctor prescribed me to take rest for some days until I get well completely.

I am also attaching the prescription along with this email so that you could see the worst condition I am in. On returning to the office I will make sure to complete all the unaccomplished work so that my sudden bad health doesn’t become an obstacle in the way of my highly professional record.

Regards!