Your Name

Registration No.

Street Address City, ST ZIP Code

Date

Recipient Name

Title

Company Name

Street Address City, ST ZIP Code

Dear Recipient Name:

I am writing this application letter just to inform you that my daughter who is studying in class 2 is not feeling well and will not be able to attend the school for the coming whole week. I have attached the doctor’s prescription along with the health certificate with the letter. Kindly grant the acceptance for the application.

Sincerely,

Your Name

Title