Mathews Johns  
methew@gmail.com  
333-2321112132

20th September, 20XX

**Subject: Request to take Stress Leave**

Dear Mr.  James,

I would like to request a 15-day leave of absence from work. My stress levels are too high, and my Doctor has suggested I must take some time off work.

I would like to leave work from 25th September 20XX to 3rd October 20XX.

Meanwhile, if it’s very urgent, I will be reachable by email.

I have attached my Doctor’s recommendation note along with the letter.

Regards,

Mathews Johns