Robert Jones  
092671 GHQ Township  
New York City, United States

The Admin  
Recap Uiteal Softwares  
R Block NEFF Square  
New York, United States

Re. An Excuse for Being Absent from Work due to Back pain

Dear Sir,

This writing is aimed to convey to you my apologies for not being present at work from 20th April 2020 to 21st April 2020. Recently, I was overworking for many days and I was giving extra time to the office. I am a consultant in your company and most of the working is done while sitting in one place. Maybe, due to long hours of working and sitting has resulted in severe backache.

I visited a doctor on Sunday who suggested me to go through X-Rays and all other compulsive tests for accurate and acute examination as backache is considered as a sensitive issue as it may lead to some grave or terrible issues. That is why I am gravely concerned, and I want to go for the proper treatment.

I request you here to grant me two days’ leave so that I may visit the lab for MRI and go through a proper examination. I need two days off from work to complete the process. I expect you to apprehend the issue and grant me leave for two days from 20th April 2020 to 21st April 2020.

I shall be grateful to you

Sincerely

(Signature)