To,

[Recipient Name]

Date

Dear [Recipient Name]

Please accept this letter as official documentation of my absence from work during the last 2 weeks on account of my heart condition. I have been on leave from 29th May till the 9th of June following an angina attack.

I have been hospitalized for a week to be kept under observation along with treatment. The doctor advised further rest for 4 to 5 days at home upon my discharge.

Please find enclosed the physician's prescription and my medical reports. I am grateful for your cooperation during my absence and thank you for your kindness.

Sincerely,

[You Name]