To,

[Recipient Name]

Date

Dear [Recipient Name]

Please accept this as my official notification of leave from office for a week. I have been experiencing back pain since I had a car accident last week.

Although there have been no serious injuries, the physical shock from the accident resulted in severe back pain. I am on complete bed rest now.

You will find attached the doctor's note. Please contact me if further information is required.

I thank you for your kindness.

Sincerely,

[You Name]