To,

[Recipient Name]

Date

Dear [Recipient Name]

I am writing to officially report my absence from work for the last 10 days due to a musculoskeletal injury. I developed RSI (Repetitive Strain Injury) owing to a strenuous workout at the gym. The affected areas included my neck, shoulders, and back.

I have been under physiotherapy along with pain-relieving medicines. I am still in the recovery phase and may need another week off as advised by the physician. I have requested Mr. XYZ to fill in for me during my absence. He has been kind enough to take care of my assignments while I have been away and has promised to continue with them until I return.

I have enclosed my medical reports. Please let me know if you need further information.

I am highly obliged for your cooperation.

Sincerely,

[You Name]