To,

[Recipient Name]

Date

I am writing to request you for a day off today, on the 11th of June. I woke up with a stiff back this morning. Although I have taken pain medication, my backache is still unbearable.

I will not be able to drive to the office. Moreover, sitting during the working hours will also be extremely uncomfortable and might worsen the pain.

Kindly allow me to stay at home today so that I can rest and recover. I shall be grateful to you.

Waiting for your approval.

Sincerely,

[You Name]