Ella Jibran  
2393- Res Miao  
New York, United States

17th April 20XX

Iva Newman  
Star Light Textiles  
GK 09347 Emin Ro. Building  
New York, United States

Re. An Excuse Letter of Absence due to Menstruation

Dear Iva,

This letter is purposed to convey to you about my three days’ leave from work due to Menstruation. I am working as a Junior Corporate Officer at your company. I know that menstruation is a regularly based excuse, but I am going through severe pain due to my periods. I am having period cramps and it pains like ailing. I am unable to work during this period as I cannot be available for work due to muscular contraction, anxiety thus generated, stress, and nausea. I am very sensitive to these period cramps and it heads to other health problems in me. As I am already dealing with mild Anemia, so the time period of menstruation is not always normal to me.

I have taken an appointment from the doctor too to cop up with this ail and cark. Talking about work, I have sent a composed presentation to Mr. Ali Hamad, the Administrator through email which I was supposed to send by tomorrow. Moreover, I have accomplished the project with Micelle Textiles, Rosa Design, and have composed the contracts of new male models.

Surely, I shall be available for three to four hours per day working from home. I am unable to appear in the office due to muscle contraction and stress from menses cramp. Dear Iva, I know that it has been a significant time as the scenario of textile industries is already suffering. All I can do for now is, showing my presence from home and work online for half of the official hours.

I hope you understand my position at this time of ailment. I shall be thankful to you if you grant me three days’ leave from the office.

Sincerely

(Signature)