26-05-20XX

Principal,  
The Beacon house School,  
City Tower Branch, Michigan.

Dear Sir,

I am Julia Philips, working as a senior accounts’ assistant in this company. I am writing this letter to explain the depth of sorrow I had after an unfortunate event of miscarriage. I had told you earlier that I was pregnant and about to deliver a baby boy. It was my first baby and I had dreamed a lot about him along with my husband. Yesterday, I was going downstairs in my home. Suddenly, my foot was slipped, and I fell from the staircase down by my belly. Meanwhile, I went out of my senses. My husband took me to the hospital, but doctors could not save my baby and this dreadful incident caused the miscarriage.

Later, after a complete medical check-up, doctors advised me to complete bed rest for two weeks in order to recover the complications caused by this incidence. Moreover, I am mentally disturbed as well. So, I request you to allow me to complete bed rest for two weeks. I shall be very thankful to you for this act of kindness.

Regards,

Julia Philips.