26-05-20XX

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

Dear Sir,

I am Anna Williams and I am currently working as an office assistant in this organization for the last five years. I am writing this letter to inform you that I am facing many problems in my married life nowadays. I was expecting a baby and was in the third month of pregnancy when, unfortunately, due to some medical reasons, I lost my baby as a result of a miscarriage last month. This event has caused me a lot of health issues including anemia and other gynecological disorders. Consequently, I have lost my health.

Keeping in view the above-mentioned circumstances, I am not able to pay full attention to my work. Therefore, I request you to allow me a one-week holiday. Rest for the requested period has also been advised by doctor and documentary proof is attached herewith. Please entertain my request and give me some time to recover. I shall be very thankful to you.

Regards,

Anna Williams.