**Date:**

Subject of the letter

Dear (name of recipient),

I am writing this letter to inform you that I met with an accident on my way back home. Please consider this letter to be an application to get leave for a day.

Fortunately, I received minor injuries because the accident was not serious. However, my doctor has advised me to take bed rest for a day. I am also experiencing excruciating pain in my back that is making me feel that I am not ready to do my routine work.

I have made my work plan and have sent it to the coordinator of the company. I have assured that there is no delay in the work because of my absence from the office. I will let you know if I need more time to take rest. I hope that you will grant me the leave for one day on 17th July 2020.

Sincerely,

Your name  
Your position in the office  
Your signatures: