Date:

The subject of the letter  
Dear (name of recipient),

This leave letter is being written to inform you that I would not be able to attend the office today because of having a severe headache.

I hope that I will be able to overcome this painful migraine attack if I take rest and stay away from the computer screen and work for a day. This will enable me to get back to my normal routine. I request you to grant me leave for a day on 19th July 2020.

Please feel free to contact me if you feel the need to ask me any questions concerning the ongoing work in the office. I am available for any type of help on the phone.

Sincerely,

Your name  
Your position in the office  
Your signatures: