[Company Name]  
[Address, City, STATE, Zip]  
[Contact]  
[Website]

Dear [Name]

Re. Excuse from Work due to Ribs Infection  
  
Dear Williams,

I am Susan Bets, the Assistant Finance Manager in your company. I am composing this to notify you about my absence from 23rd November 20XX to 27th November 20XX. My absence is caused by the ribs infection I got one year ago. I have been doing proper medication and have been regularly watching it out. In the recent past, the infection has got its severity and it is causing great pain in my ribs. Due to the ailment in the ribs, it has become difficult for me to work for longer hours and sitting for a certain period.

The pain has not only created an infirmity in the ribs, but it has also started hitting my back too. My rib cage has been affected which has ultimately affected the backbone. Now, I am in a state where my back and ribs pain even when I breathe.

The doctor has prescribed me a few tests for examination and has also asked me to stay at home so that I may abstain from inhaling noxious air outside. Due to the backache, the doctor has suggested taking plenty of rest because my backache has been caused both by the ribs cage pain and sitting for longer hours. Therefore, I need to stay home for one week at least.

In the wake of the above-mentioned reasons, please excuse my absence from the work for five days i.e., from 23-11-20XX to 27-11-20XX. I have enclosed the medical certificate by Dr. Arturo Chips.

I shall keep my little interaction with Mrs. Nix, the Junior Finance Head. She will take care of my responsibilities during this course of time and will take charge and administer accordingly. I can be contacted at [email] or +[X] for further. I shall be grateful to you.

Thank you

Regards

Susan Bets  
The Assistant Finance Manager,  
IT Developers of US  
California, USA