Date:

Dear Mr. ABC,

This letter is being with reference to the two days' leave that I took on (mention the date). I was not feeling well on said dates and due to this, I was absent from work. My leaves were within the annual leave quota. I know that as per the rules of the company, it is mandatory to provide the medical certificate along with the sick leave as proof of sickness.

I was away from the city of work when I fell ill, and nurses were not available in the hospital to issue me the certificate due to some technical issues.  I repeatedly asked the doctor and other hospital staff to create and email the certificate to you but they paid no heed. But they issued me the certificate after I was discharged from the hospital.

I know that the company requires this document to process my leave and I apologize for not being able to provide it in time. I am ready to submit it now and I assure you that this is not going to happen again.

Thank you so much for understanding my position. If you want to know anything else, please let me know.

Regards,

Name of the sender

Signatures

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