**Subject: Sick Leave Requisition**

Dear Mr. Crimson:

I am writing this letter to inform you of a medical issue which renders me unable to attend the office.

As I am suffering from a severe migraine attack, so my doctor has advised me 2 days complete bed rest to soothe my nerves. In fact, this is causing constriction pain in my head and continuous nausea.

I am apologetic to apply for leave during this busy season. On the other hand, I already have completed the report I was working on. I will email the same to you shortly for your review. After leave, I will put in extra efforts to patch up the pending work.

I will be very grateful if you grant me a two-day leave, that is to say, 18 and19 October.

Thank you in advance for your consideration.

Sincerely,

(Signature)

Laura Kristen  
Administrative Assistant  
Employee #: 4455