**Subject: Leave for a day After Internal Injury**

The Managing Director,  
Telecom Company  
California

Dear Sir,

This is to inform you that I, Umar Shahzad, working as the sales executive at our firm, had accidentally fallen from the stairs at my home last night. Due to this, I have a severe backache and have got some really painful bruises. I request you to kindly allow me leave for today i.e. for 17th August so that I can take rest and come at work tomorrow.

Thanking you in advance.

Regards,

Umar Shahzad