**Medical Leave from Office Email**

The Managing Director,  
I-Cam Photographers Co.  
Lahore

**Subject: 2 days Medical Leave**

Dear Sir,

It is to inform you that due to the weather changes I have caught a bad flu and a sore throat. I have severe body aches and need rest for 2 days to recover completely. I request you to kindly sanction me leave from 1st August, 2017 to 2nd August, 2017. I’ve completed the tasks till today and have passed on instructions to my assistant. He will look after the office work in my absence.

Thank you.  
Regards,

Ahmed Sohail.

Senior Photo Editor.