[Your Name]

[Designation]

[Date]

[Recipient Name]

[Title]

[Company Name]

[Street Address]

[City, ST ZIP Code]

Dear [Recipient Name]:

Please accept this written letter as my apology for having a week off from work due to a severe medical condition. Last Friday when I was leaving to home I accidentally crossed few stairs in the basement of office and as a result sustained a sprained toe. I rushed to the emergency and the injury happened to be severe than I expected which left me on bed rest for all these days.

Though I wasn’t present in the office I was constantly thinking about all the business functions which might have been interrupted by this unhappy incident. But I was strictly bound to my injury and doctor’s recommendation.

I have attached my medical reports with the letter for you to confirm this situation. Along with that, the doctor’s prescription is also enveloped. Kindly inform me if I must provide additional information.

Jessie