21-04-20XX

Jacob Leo  
Michigan, 7667

**Subject: Leave letter to boss for a doctor appointment**

Dear Sir,

I want this letter to be accepted as a written request that I will be unable to attend the office from 20-04-20XX to 25-04-20XX because of a doctor’s appointment. The reason behind this appointment is that I have not been feeling well for the last two weeks. I got myself checked by the doctor and as a result, he suggested I book consecutive appointments in order to reach the bottom of the problem. Keeping in view my condition, I did that instantly.

I have enclosed all appointment details with dates with this letter for official records and future reference. In case of any query, you can call me on my own cell number. Mr. John has agreed to handle my work in my absence. I hope you will entertain my request and sanction my leave.

I am waiting for your positive response.

Jacob Leo