Date

Name

Address

To whom it may concern,

It is to inform you that Ms. Emily John had an abortion on 5th January 2020 at ABC Hospital.

Ms. John has been my patient for three years. After several treatments, she finally conceived, but it was a complicated pregnancy. Even after all the due care, the fetus was not growing properly, and we had no option, but to abort the baby in the 8th month of her pregnancy.

Right now, she is not physically and mentally fit to come to work, and I have suggested her rest of at least a month, i.e. the month of January 2020. Her physical health is poor, and she is not able to comfortably walk and do other things. Also, she is suffering mentally as well after losing her child.

It would be kind of you to grant her leave and support her in this difficult time.

I have attached all the relevant documents with this letter. If you need any information, you can contact me at [X]. Thank you.

Regards,

Dr. Stacy William.