To

[The Manager]  
[Company Name]

Respected sir,

With due respect, I would like to inform you that I have gone through a miscarriage yesterday. At this unfortunate moment, my health is very poor, and I am unable to move. It has become difficult for me to combat various health issues at a time while keeping a balance between my personal and professional life.

Considering my condition, my doctor has advised me to take a rest for at least a week. I hereby request you to sanction me the leave for a week. I will be able to join the office again on 28th January 20XX.

I will be very grateful to you for this act of kindness.

Sincerely,

Name of the employee,  
Designation of the employee in the company.

Signatures.  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_