**To**

[The Recipient Name]

**Re. Leave from Work for [Mention the Duration]**

Dear Sir, I am writing this application to request you approve my request for the absence from work during [mention the period]. On [date], I happened to meet an accident in which I was injured critically. I broke my left arm and had many bruises all around my body. My right ankle has been dislocated which is causing trouble in walking.

I had to stay in the hospital for more than [x] days as the doctor asked me to stay under their observation. During this time, I was given steroids and painkillers. Moreover, I was injected with other medication to heal my wounds but they also had some side effects. The medication resulted in sores in my varices and caused gastroenteritis.

However, the doctor has prescribed me complete bed rest for [mention the period]. I know that my absence from the office for such a long period can cause many inconveniences but I am unable to make any change, however, I am willing to minimize the trouble of my absence by providing my assistance from home.

I am allowed to do some work for a few hours from home without putting any extra stress on my body and mind. During this time, I can help in decluttering the work and previous project details and assist in managing them. To make a smooth transition for the mentioned time, I have already talked with [Name], the [Designation], who will look after all the projects during my absence and try to cover for me.

I request you ask other employees to understand the situation and help Mr. [Name] in covering me by working collaboratively. I will be very grateful to you and the team for making this time easy and stress-free for me. I will be available and try my best to assist by sending priority emails to the clients. I am looking forward to hearing from you as soon as possible. Thank you.

Note: Please find the doctor’s prescriptions and medical test reports attached for your convenience

Regards,

[Name]  
[Position]  
[Organization’s Name]