

# Email Writing For Class 10

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**Dear Ms. Roberts,**

I hope this email finds you well. My name is Ananya Patel, and I am a student in Class 10B. I am writing to request a leave of absence due to illness.

I have been advised by my doctor to rest for three days. Therefore, I will not be able to attend school from October 20th to October 22nd. I have attached a copy of my medical certificate for your reference.

Thank you for your understanding.

**Sincerely,**

Ananya Patel

Class 10B

