Dear Concerned

I trust this email finds you well. I am writing to inform you that my AS Ms-Nayab has unfortunately suffered a leg fracture during Duty timing and requires medical attention.

As per the doctor's recommendation, she will need to take a leave of absence for the next seven days to ensure proper rest and recovery. I kindly request your assistance in processing her medical leave during this period.

Attached to this email is the medical certificate issued by doctor confirming the need for this leave.

Best regards,

Akif Yasir

UCOO-PAWAKA