**To** Date:  
The Manager,  
Company name,  
City name.

Sub: Leave application for one day.

Dear Sir/Madam,

I am writing this letter to inform you about my illness. I have severe headache since last night, doctor advised me to take a rest for one day.

Therefore I request you to kindly grant me leave for one day i.e. on **[date]**, I will come back to the work from very next day.

I hope you consider my lave request.

Thanks in advance.

Sincerely,  
Your name.