Subject: Leave Application for a Day

Dear Mr./Mrs. {Recipient’s Name},

I am writing this email to inform you that I will not be able to come to work tomorrow as I have a severe bout of a migraine headache.

Taking a day from work and resting will help me overcome this and get back to a normal routine the next day. Kindly grant me leave for a day on {date}. In case, I need to take extra days to recuperate, I will inform you at the earliest.

Please feel free to contact me at my personal phone number in case of any questions or clarifications about ongoing work at the office.

Sincerely,
{Name}