Jhon Jackson  
Administrative Assistant  
Earl Financial Consultants  
1100 Las Tablas Road,   
Templeton, CA,   
United States  
(805) 434-3500

Date: December 10, 2015

Edward Roberts  
Human Resource Manager  
Earl Financial Consultants  
34473 Golden Lantern Street,  
Dana Point, CA,   
United States  
(949) 496-0606

Dear Ms. Roberts:

I was not able to attend office for last three days from December 7 to December 9 2008. I was suffering from viral infection. My physician had advised me rest for three days. I am enclosing the medical certificate issued by the doctor for your perusal.

I'll be finishing the work that is pending, in two to three days. If you want further information, you just let me know. I will be there to answer your queries.

I hope you will consider this application.

Thanking you.

Yours truly,

Jhon Jackson