

19th August, 2022

Dear Mr Robert Carter,

This is to write to you that on the 16th of August Gemma Fitzgerald contracted influenza. After seeing Gemma in an online consultation, I have prescribed rest and no work for at least a week to fully recover.

If you would please consider giving Gemma an extension for her upcoming assignment it would be greatly appreciated.

Yours sincerely,

Alexandra Middleton

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