To: name@email.com

From: name@email.com

SUBJECT: Letter for Sick Leave.

Dear Mr./Ms/Mrs.\_\_\_\_\_\_(Name of the recipient),

I would like to bring to your kind attention that my medical reports have detected \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(specify ailment). I have been advised by my doctor to be on bed rest for \_\_\_\_\_\_\_\_\_\_\_\_(Specify period). Please find my medical reports enclosed, for your reference.

I am writing this letter to officially inform about my illness and request for \_\_\_\_\_\_\_\_\_ (specify leave) leave. I have handed over my work to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(write name of co-worker), who will be keeping the files updated in my absence. I would kindly request you to grant me leave w.e.f \_\_\_\_\_\_\_\_\_\_\_(mention date). I would be reporting back on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(date).

Thanking You,

Yours Truly,

\_\_\_\_\_\_\_\_\_\_  
(Name and Signature)