**Application**

***To chairman***

***University of Engineering and technology,***

***Lahore.***

***Subject: Application for sick leave***

Respected Sir,

It is stated that I am writing to request sick leave from my university studies due to recent illness. Unfortunately, I am diagnosed with typhoid from my family doctor, due to which I am unable to attend my university classes and fulfill my academic responsibilities. Due to severity of my illness, doctor has advised me to take complete bed rest for two weeks to recover fully. I have attached my medical certificate along with doctor’s recommendation for your reference.

Sir, I tried my best to not to take leave from university but now my doctor has warned me that if I keep on ignoring his advice, my illness could become more severe. So, I am compelled to request you to grant me a leave for two weeks. I understand that this will affect my performance in studies to a great extent. But I ensure you, that I will try my best to make up this deficiency in studies, when I am physically able to do so.

Yours obediently,

Muhammad Abubakar,

2023-BSCS-157