To, John  
  
 Date: 09-01-2024  
  
 From, Jane Doe  
 456 Second Street  
 City2, State2, 54321  
  
 Sub: John Doe  
  
 Dear Sir,  
  
 I would like to bring to your kind attention that my medical reports have detected Example Disease (specify ailment).   
 I have been advised by my doctor to be on bed rest for 10 (Specify period). I am enclosing my medical  
 reports for your reference.  
  
 I am writing this letter to officially inform about my illness and request for Medical (specify leave)   
 leave. I have handed over my work to Alice (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 2024-01-10 to 2024-01-20. I   
 would be reporting back on 2024-01-21 (date).  
  
 Thanks and Regards,  
 (Jane Doe)