To, string  
string  
string, string, string  
  
Date: 09-01-2024  
  
From, string  
string  
string, string, string  
  
Sub: John Doe  
  
Dear Sir,  
  
I would like to bring to your kind attention that my medical reports have detected string. I have been advised by my doctor to be on bed rest for 2. I am enclosing my medical reports for your reference.  
  
I am writing this letter to officially inform about my illness and request for string leave. I have handed over my work to string, who will be keeping the files updated in my absence. I would kindly request you to grant me leave w.e.f 09-01-2024 to 11-01-2024. I would be reporting back on 09-01-2024.  
  
Thanks and Regards,  
({{name}})