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| --- | --- |
|  | 123-456-7890 John@gmail.com 123 First Street, City1, 12345 |

To,  
Jane Doe  
456 Second Street  
City2, State2, 54321  
  
Date:13-01-2024  
  
Sub: John Doe  
  
Dear Sir,  
  
I would like to bring to your kind attention that my medical reports have detected Example Disease. I have been advised by my doctor to be on bed rest for -8 days. I am enclosing my medical reports for your reference.  
  
I am writing this letter to officially inform about my illness and request for Medical leave. I have handed over my work to Alice, who will be keeping the files updated in my absence. I would kindly request you to grant me leave w.e.f 11-01-2024 to 03-01-2024. I would be reporting back on 03-01-2024.  
  
Thanks and Regards,  
(Jane Doe)



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