To, first

First name

first name

first address

first city,first state,first\_pincode

first\_mobile

Date 09-01-2024

From, {{second\_name}}

{{second \_address}}

{{second \_city}},{{second \_state}},{{second\_pincode}}

Sub: John Doe

Dear Sir,

I would like to bring to your kind attention that my medical reports have detected {{disease}} (specify ailment). I have been advised by my doctor to be on bed rest for {{total\_day}}(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 {{type\_of\_leave}} (specify leave) leave. I have handed over my work to {{coWorker\_name}}(write name of co-worker), who will be keep the files updated in my absence. I would kindly request you to grant me leave w.e.f {{start\_date}} to {{end\_date}} (mention date). I would be reporting back on {{coming\_date}}(date).

Thanks and Regards,

({{name}})