

Sick Leave Request

[Your Name]

[Your Student ID]

[Your Program/Major]

[Your Contact Information]

[Date]

[College/University Name]

[Department Name]

[Address]

[City, State, ZIP Code]

Subject: Sick Leave Request

Dear [Department Name] Coordinator,

I hope this letter finds you well. I am writing to formally request sick leave from [College/University Name] due to illness. Unfortunately, my health has taken a downturn, and I am unable to attend classes and participate in college activities for the foreseeable future.

Details of the sick leave request are as follows:

1. Start Date of Sick Leave: [Start Date]
2. Expected Return Date: [Expected Return Date]
3. Reason for Sick Leave: [Briefly mention the nature of the illness]

I assure you that I understand the importance of attending classes and keeping up with coursework. However, my current health condition hinders my ability to actively participate in educational activities. I believe taking this sick leave will allow me to recover fully and return to college in a more productive state.

I am committed to making up for missed coursework and assignments once I am back on my feet. I kindly request your understanding and guidance on any steps I need to take to ensure a smooth transition back to my studies.

Attached to this letter is the medical certificate issued by my healthcare provider, confirming my health condition and the need for a period of rest. I trust this will provide the necessary documentation to support my request.

I would appreciate your assistance in ensuring a seamless process during my sick leave. If there are any forms or procedures I need to follow, please let me know so that I can address them promptly.

Thank you for your understanding and consideration. I look forward to your response and to rejoining the college community as soon as my health permits.

Sincerely,

[Your Full Name]

[Your Student ID]

[Your Email Address]

[Your Phone Number]

Enclosure: Medical Certificate