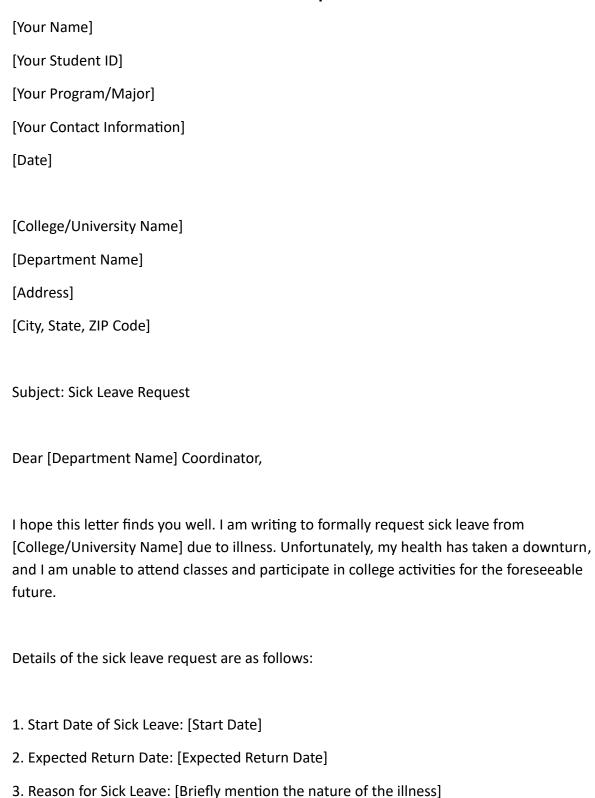
## **Sick Leave Request**



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**