**Subject: Sick leave application**

**Dear Sir, I am writing this letter to notify you that I need sick leave from work because of a severe viral infection. I caught the infection yesterday evening and since then I have been feeling very weak. As per the doctor, I need to take to take medication for five days, along with proper rest for at least a week. the letter from the doctor is attached, confirming the need of time to recover from the illness.**

**Kindly allow me Two days leave from 3 August 1, 2020 to 4 August 2020. Should I require an extended period off, I will let you know as early as possible. Pleas feel free to contact me at your convenience, should you have any questions or require clarification concerning the ongoing project. Thank you for your attention to this matter.**

**Sincerely,**

**Ajay Myaka.**