

The Manager,
ABC Foundation.

Respected Sir,

This is to inform you about the bad health state of mine. As weather conditions are changing these days, there is severe health impact. I am suffering from high fever since last night and I have to take leave for today to avoid further exacerbation. It would be huge gratefulness if you will sanction me leave.
Thanking You.

Sincerely,

Teena Bajaj.