**Sick leave application for office sample 2**

Respected Mr./Mrs. [Name of the recipient] or (Sir/madam),

I am writing this application to notify you that I am suffering from a severe viral infection and therefore, I need sick leave from work. I caught this infection last night and I will not be able to come to the office for at least [number of days]. As notified by my doctor, it is best that I take rest and recover properly before resuming work. The letter from the doctor is also attached for your reference

Kindly grant me a leave for [number of days] days. I will be available on phone in case of any priority or urgent cases. Please contact me at your convenience.

For urgent matters, I have informed [name of the colleague ] to handle them to ensure that all deadlines are met.

I hope you will understand and grant me leave for the aforementioned period. Waiting for your approval.

Yours Sincerely,

[Name]