

To Dr. Sara Abdullah
The Principal,
King Saud University,
Riyadh, Saudi Arabia

Respected Madam,

It is respectfully stated that I am running a high fever and doctor diagnosed my condition with a disease called malaria. I feel drowsiness and going through severe headache and body pain. Since malaria is a contagious disease, my doctor has completely appointed bed rest for a week or two. I have been a remarkable student in the school, achieving high position in every grade. My attendance report of this year is also 100%. I request you to allow me leave for a day so I get back on my feet and work with my indistinguishable vibrancy and full spirit as before. As soon as I am done with recovery, I would take help of my fellows and recover course as soon as possible and give my best in examination. I, therefore, urge you to accept my application and consider my academic and attendance report while granting me leave.

Yours Truly,

Ms. Lulu Ahmed.