From 21st April 2024  
Valsa Athurkuzhiyil Paily  
Staff Nurse – SCU 1

To  
Matron   
Maternity Hospital, Sabah

Subject: Medical Leave

Respected Matron,

This letter is regarding my medical leave. As you may know, I’ve been diagnosed with lung cancer in the month of March. I have started my chemotherapy and am currently undergoing treatment in KCC hospital, Sabah and due to this I am physically weak for work. So please issue my medical leave as soon as possible. I have attached my medical report along with this letter.  
Your Sincerely,

Valsa Athurkuzhiyil Paily