

23-04-2022

From,
Jasline

To,
HOD
DEPT OF CSE

Subject: Medical Leave application with Prescription

Respected Sir,

I am writing the letter to request you to hold my unbalanced medical leave as an outcome of fever, as this includes a complete break owing to my absence. Because my doctor has issued me with a medical certificate, I have sealed it.

Please let me know the subsequent steps to forward this file for leave. Your help will be very much respected.

Sincerely
Jasline

ThankYou