

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally request medical leave due to a fever that has made it difficult for me to perform my duties effectively. I first began experiencing symptoms on [start date of symptoms] and have consulted with my doctor, who has advised me to take time off to recover fully.

I kindly request leave starting from [start date] to [end date]. I will ensure that all my responsibilities are up to date before my leave, and I am happy to assist in the transition of my work to ensure there is minimal disruption.

Thank you for your understanding. Please let me know if you need any further information or documentation.

Sincerely,

[Your Name]
[Your Job Title]