

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

Dear [Recipient's Name],

I am writing to formally request a leave of absence due to a fever that has rendered me unable to perform my duties effectively.

I began experiencing symptoms on [Start Date], and I have consulted with a healthcare professional who has advised me to take rest for [number of days] to ensure a full recovery. I anticipate returning to work on [Expected Return Date].

I will ensure that all my responsibilities are managed in my absence, and I will be available via email for any urgent matters.

Thank you for your understanding.

Sincerely,

[Your Name]  
[Your Job Title]