

[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]