

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request leave from work due to experiencing a fever. Unfortunately, my current condition is preventing me from fulfilling my duties effectively.

I kindly request leave starting from [start date] to [end date]. I will ensure that all my responsibilities are managed in my absence and will keep you updated on my recovery.

Thank you for your understanding.

Sincerely,
[Your Name]