

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

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

Dear [Recipient's Name],

I am writing to formally request leave due to fever. I have been experiencing [specific symptoms, if necessary] and have been advised by my doctor to take time off to recover.

I would like to request leave starting from [start date] to [end date]. I will ensure that all my responsibilities are managed during my absence and will provide any required documentation upon my return.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position, if applicable]