

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

Dear [Manager's Name],

I am writing to formally request a leave of absence from work due to a temporary illness. Unfortunately, I am currently suffering from a fever that has rendered me unable to perform my duties effectively.

I kindly request leave starting from [start date] to [end date]. I will ensure that all my responsibilities are handled in my absence and will keep in touch regarding any urgent matters.

Thank you for your understanding.

Sincerely,

[Your Name]
[Position]
[Contact Number]