

[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 a leave of absence from work due to a fever that has left me unable to perform my regular duties. I began experiencing symptoms on [start date of illness] and have consulted with my healthcare provider, who has advised me to take time off to recover. I would like to request leave starting from [start date] to [end date]. I plan to keep you updated on my recovery and will provide any necessary documentation should you require it.

Thank you for your understanding. I hope to return to work as soon as I am able.

Sincerely,
[Your Name]