

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[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 due to illness. I have been experiencing a fever and my doctor has advised me to take time off to recover adequately.

I would like to request leave starting from [start date] to [end date]. I will ensure that my responsibilities are managed during my absence and will provide any necessary updates to my team.

Thank you for your understanding. Please let me know if you need any further information.

Sincerely,
[Your Name]