

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Manager's Name],

I am writing to formally request professional leave due to illness. I am currently experiencing a fever and, as a result, am unable to perform my duties effectively.

I would like to request leave starting from [start date] to [end date], if possible. I will ensure that all my responsibilities are covered and will provide any necessary handover notes to my colleagues before my leave begins.

Thank you for your understanding. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Job Title]
[Your Department]