

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

Dear [Employer's Name],

I am writing to formally request sick leave due to a high fever that has rendered me unfit to work. I began experiencing symptoms on [date symptoms began] and have consulted with a healthcare professional, who has advised me to take time off to recover.

I anticipate needing [number of days] days off, starting from [start date] to [end date]. I will ensure to keep you updated on my recovery and notify you should my situation change.

Thank you for your understanding.

Sincerely,
[Your Name]