

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]
[Recipient Name]
[Company/School Name]
[Company/School Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to inform you that I was unable to attend [work/school] on [dates] due to a fever. My doctor advised me to take rest for proper recovery.

I apologize for any inconvenience my absence may have caused and appreciate your understanding. I will ensure to catch up on any missed assignments/work as soon as I return.

Thank you for your consideration.

Sincerely,

[Your Name]
[Your Position/Grade]