

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

Dear [Recipient's Name],

I am writing to formally request a leave of absence due to a severe fever that has left me unable to perform my work duties effectively. I have consulted with my doctor and have been advised to take some time off to recover fully.

I expect to be away from [Start Date] to [End Date], and I will ensure that my responsibilities are covered during my absence. I plan to check my emails periodically, but my response may be delayed due to my health condition.

Thank you for your understanding. I look forward to returning to work as soon as I am well.

Sincerely,
[Your Name]