

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request sick leave from [start date] to [end date] due to [brief explanation of illness or medical condition].

I have attached the necessary medical documentation to support my request. I will ensure that my responsibilities are managed during my absence and will be available to assist with any urgent matters if necessary.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position] (if applicable)