

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

Dear [Manager's Name],

I am writing to formally request time off from work due to illness. I have been experiencing [brief description of illness, if comfortable sharing] and I believe it is best for my health to take some time away to recover.

I would like to request sick leave starting on [start date] and anticipate returning to work on [return date]. I will ensure that my responsibilities are covered during my absence and will keep you updated on my recovery.

Thank you for your understanding. Please let me know if you need any further information.

Sincerely,  
[Your Name]