

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Title/Position]  
[Company/School Name]  
[Company/School Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to inform you that I will be unable to attend [work/school] from [start date] to [end date] due to a medical issue. My doctor has advised that I take this time off to ensure proper recovery.

I understand the importance of my responsibilities and will ensure that all necessary arrangements are made for my absence. If required, I am happy to provide a medical certificate or any additional documentation. Thank you for your understanding. Please let me know if there are any further steps I need to take.

Sincerely,  
[Your Name]