

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],  
I hope this message finds you well. I am writing to formally inform you  
of my absence from [work/school] due to illness. I was unable to attend  
on [specific dates].  
I have been experiencing [briefly describe illness, e.g., flu symptoms],  
and my doctor has advised rest and treatment to ensure a full recovery. I  
anticipate returning on [expected return date], depending on my progress.  
I will keep you updated on my status and am happy to assist with any  
necessary arrangements during my absence. Thank you for your  
understanding.  
Sincerely,  
[Your Name]  
[Your Position, if applicable]