

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

Dear [Recipient's Name],

I am writing to formally inform you of my absence due to illness. I was unable to [attend work/school] on [specific dates] because I was unwell. I have consulted with my doctor and am taking the necessary steps to ensure a full recovery. I apologize for any inconvenience my absence may have caused and appreciate your understanding in this matter.

Please let me know if you require any further information or documentation regarding my absence.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]