

[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 sick leave due to health reasons. I have been experiencing [briefly explain health issue, e.g., severe flu symptoms] and have been advised by my doctor to take time off from work to recover.

I would like to request sick leave starting from [start date] to [end date]. I will ensure to complete any outstanding work before my leave and will keep in touch during my absence.

Thank you for your understanding. I look forward to your approval of my sick leave request.

Sincerely,
[Your Name]