

Leave Letter for Throat Infection

[Your Name]
[Your Position/Class and Section]
[School/Workplace Name and Address]
[City, State, Zip Code]
[Date]

[Recipient's Name]
[Recipient's Position/Supervisor's Name]
[School/Company Name and Address]

Subject: Leave Application Due to Throat Infection

Dear [Recipient's Name],

I trust this letter finds you well. I am writing to inform you that I am currently experiencing a throat infection, which has been diagnosed by a medical professional. The infection has made it challenging for me to carry out my duties effectively.

After consulting with my doctor, it has been recommended that I take [number of days] off to recover and prevent the spread of the infection to others. I assure you that I will make every effort to complete any pending tasks before my absence.

I have attached the medical certificate along with this letter for your reference. I will keep you updated on my recovery progress and will be accessible via email for any important updates or queries.

Thank you for your understanding and consideration.

Yours sincerely,

[Your Full Name]
[Your Contact Information]
[Optional: Your Signature]