

Suffering from Cold and Cough Leave Letter by Student

[Your Name]

[Your Address]

[City, State ZIP Code]

[Date]

[College/School Administration Name]

[College/School Name]

[Address]

[City, State ZIP Code]

Respected Sir/Madam,

I am writing to inform you that I am unable to attend school/college today due to a severe cold and cough. I have been experiencing symptoms such as fever, runny nose, cough, and sore throat since yesterday, and I do not want to risk spreading the illness to other students and faculty members.

I have consulted with my doctor, who has advised me to rest for a few days and take the necessary medication. I assure you that I will make up for any missed assignments and classes upon my return to school/college.

Thank you for your understanding and support during this time.

Sincerely,

[Your Name]