To:

The Chief Medical Officer,
Health Care Hospital,
Address,

Subject: **Application to Issue Medical Certificate**
Dear Sir,
I want to say that I was admitted to this hospital because I had an accident 15 days ago. Dr. Shahid Hussain was treating me and I was advised bed rest due to fracture in my leg. By God's grace I have now recovered and am able to join my school again.

Sir, I need my medical certificate as a basic requirement of school because I was absent from school for 15 days. I will be grateful if you issue me the medical certificate as soon as possible otherwise I will not be able to attend the classes.

Thanking You in Anticipation,

Sincerely,
Adil Khan,

Signature ……..
Contact No-0300-1234567

To:

Dr. Mohsin Javed, Medical Specialist
ABC Hospital,
Address,

Subject: **Application for medical certificate required for office leave**

Dear Madam,

My name is Sohail and going to take medicines from 1 April 2023 on your advice. As you suggested that take rest of three week when I start the medicine. I am a job holder and working in a multinational company. For leave of one week, my company requires a doctor's recommendation letter or certificate for having rest. I request you to please issue me a medical certificate or letter which can help me to get a leave of three week from the company.

Warm Regards,
Sohail,

Signature …….
Contact No - 03001234567