

Leave Letter for Fever with Attachments

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position/Organization]
[Company/School Address]
[City, State, ZIP Code]

Subject: Leave Application for Fever with Attachments

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a leave of absence due to a severe fever, as advised by my doctor. The recommended recovery period is from [start date] to [end date].

I have attached the following documents for your reference:

Medical Certificate: Issued by my healthcare provider, outlining the diagnosis and prescribed treatment.

Leave Request Form: Completed with the necessary details regarding the requested leave period.

I understand the importance of my responsibilities and am committed to ensuring a smooth transition during my absence. I am willing to delegate tasks or provide guidance to a colleague or a substitute if needed.

I kindly request your understanding and support during this period. If any additional documentation is required or if you need to discuss my situation further, please feel free to contact me.

Thank you for your consideration.

Sincerely,

[Your Name]