

From

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To

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Subject: Medical Leave Application

Respected Sir/Madam,

I am writing this letter to notify you that I require ----- days of leave  
because of -----  
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----- (specify reason for leave ). Kindly grant me  
the required leaves, hereby I have attached a doctor's note stating the need for time to  
recover from the illness. Thank you and kindly oblige.

Yours faithfully,  
(Insert name)

Sincerely,

----- (Name),

place: -----

----- (Contact Number)

Date: \_\_/\_\_/\_\_\_\_ (Date)

No. of leaves availed: