

## Formal Letter for Permission for Absence Due to Illness - Template

A **formal letter for permission for absence due to illness** is a written request addressed to an authority, such as an employer or school, seeking approval to be excused from work or classes because of health reasons. This letter must clearly state the cause of absence, the expected duration, and may include a doctor's note or medical certificate as proof.

### Sample Letter

[Your Name]  
[Your Address]  
[City, Postal Code]  
[Date]  
[Recipient's Name]  
[Designation/Title]  
[Organization/School Name]  
[Address]  
Subject: Permission for Absence Due to Illness  
Dear [Recipient's Name],  
I am writing to inform you that I am unable to attend [work/school] from [start date] to [end date] due to illness. My doctor has advised me to take rest during this period to  
I kindly request your permission for this absence. I will provide any necessary medical documentation upon my return, as required.  
Thank you for your understanding and support.  
Sincerely,  
[Your Name]

### Key Points

- Mention the reason for absence and the dates clearly.
- Offer to submit medical documentation if needed.
- Express gratitude for understanding and support.