

# Leave Application Letter for Sick Leave with Attached Medical Certificate

Date: [Insert Date]

To,  
[Recipient's Name]  
[Designation]  
[Company/Institution Name]  
[Address Line 1]  
[Address Line 2]

Subject: Application for Sick Leave with Medical Certificate

Dear [Recipient's Name],

I am writing to inform you that I am currently unwell due to [mention illness, eg. "a severe bout of flu"], and as per the advice of my doctor, I am required to take complete rest for [number of days] days. Due to my health condition, I am unable to attend [work/classes] from [start date] to [end date].

I have attached a medical certificate from my healthcare provider for your reference and records. I assure you that I will resume my responsibilities as soon as I regain my health and will catch up on any pending work/assignments.

I kindly request you to approve my leave application for the above-mentioned period. Please let me know if you require any further information.

Thank you for your understanding and support.

Yours sincerely,  
[Your Name]  
[Your Position/Grade]  
[Employee/Student ID (if applicable)]  
[Contact Information]

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**Attachment:** Medical Certificate