

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]

Attachment: Medical Certificate