TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS: [Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Letter for absence

Dear **[Recipient name]**:

I am writing to request a 15-day leave of absence due to medical reasons. As I have not been keeping good health for a while my doctor has advised me to take some days off work. If possible, I would like to leave work on August 1 and return on August 16.

Although I will not be in the office during this time period, I will still be available via email or phone. Please do not hesitate to contact me if you have any questions.

Thank you very much for your consideration.

Sincerely,

**[Your signature]**

**[Your name]**