Date…

The Managing Director,

Institute Name…

Institute Address…

***Sub: Request for Sick Leave***

Respected Manager,

I am (Name), (Job designation) writing this email for leave of two days due to sickness with flu, cough and high temperature. (Show your cause and situation). Right now I am in the hospital for checkup and physician tells me that I will be okay by tomorrow. Sir If I got recovered by tomorrow then I will come to attend my office on the day after tomorrow. In any other case, I will inform you through email or SMS.

Sincerely,

Name…

Job Designation…

Contact no…