Subject: Sick Leave.

Dear Ms. Joann Childs,

I would like to compel to your sincere note that I have recently gone for a blood examination because of routine fever. The reports state that I have jaundice. My doctor has advised me to take complete bed rest for two weeks. Consequently, I am writing this letter to formally communicate respecting my infirm wellness and would supplicate you to kindly allow me to leave for a week. I am also enclosing my medical reports for your reference.

I have handed over my responsibilities to Mr. Morgan, who will be working and handling my projects also when I am not there so that there should not be any deferment in the completion of any of the assignment. Since now everything is clear from my side, I request you to please sanction my leave request w.e.f from 20th August. I would be recapitulating my responsibilities from next week onwards.

Thanking you.

Yours Sincerely,  
Vicente D. Lynch.