To:

From:

​Cc:

Subject: Paid Sick Leave Application

London Contractors
East London, UK

Dear Madam,

This application is to request a sick leave for three days. Due to the change in the weather I had got I fever with a sore throat. Doctor had prescribed me some medicine and advised to rest for three to four days. To become well again I request a paid sick leave of three consecutive days.

Sincerely,

Steeve