Application for Sick Leave

Dear Mr./Mrs. {Recipient’s Name},

I am writing to let you know that I developed an acute case of food poisoning last night. I hoped it would go away by this morning, but it looks like I am still unwell.

Please grant me leave for {X days} days so that I can take proper rest. I will join the office after {X days}, once my health comes back to normal.

I have no immediate responsibility regarding the tasks and do not expect any urgencies. Awaiting your approval.

Yours Sincerely,

{Your Name}