Subject: Application for Sick Leave

Dear Mr./Mrs. {Recipient’s Name},

I would not be able to join the office today because I am under the weather and have symptoms of viral infection. I went to the doctor yesterday and he prescribed {X days} of rest.

I asked {collegue name} to handle my pending tasks, while I am away. I will be available via email for any urgent needs.

I have also attached the doctor’s note to this email.

Thank you for understanding.

Yours Sincerely,

{Your Name}