Subject: Sick leave application

Dear Mr./Mrs. {Recipient’s Name},

I am writing to notify you that I need sick leave from work because of a severe viral infection. I caught the infection yesterday evening and since then have been feeling very weak.

As per the doctor, I need to take medication for five days, along with proper rest for at least a week. The letter from the doctor is attached, confirming the need of time to recover from the illness.

Kindly allow me a week-long leave, until the {date}. Should I require an extended period off, I will let you know as early as possible.

Please feel free to contact me at your convenience, should you have any questions or require clarification concerning the ongoing project. Thank you for your quick attention to this matter.

Sincerely,

{Your Name}