[Your Name]

[Street Address] [City, ST ZIP Code]

[Date]

[Recipient Name]

[Title]

[School Name]

[Street Address]

[City, ST ZIP Code]

Dear [Recipient Name]:

Hope you are doing great.

I am really missing school these days. I am writing this letter to inform you regarding my health. I have been suffering from severe fever and cold. During the seasonal transitions, I always fall sick. I try to take precautions to avoid illness, but it hardly helps me. I know it is almost the end of the term and a very important time to be present at school.

I have seen the doctor, who has suggested me to take proper bed rest and medication. I have recovered and improved a lot. But even then, I will need a week’s time to return to school. I have been in touch with my classmates. I have started to catch up on the syllabus covered in the classes. I will also make sure to submit my assignments on time.

Thank you so much for being a wonderful teacher and granting me leave.

With thanks

Anna