Date

Subject:                Sick leave

Dear Sir/Madam,

This is to inform you that I am not feeling well and will not be able to come to work today. Since yesterday afternoon, I have had severe stomach infection causing me to vomit frequently and feel dizzy. I would appreciate if you can approve my sick leave for today. I have taken medicine and hope to feel better soon.

Look forward to your cooperation.

Regards,

Bill Watson.