Date: [Insert Date]

**To:**

[Recipient's Name]  
[Title/Position]  
[School/Organization Name]  
[Address (optional)]

Dear [Sir/Madam or Recipient’s Name],

I hope this message finds you well. I am writing to inform you that I was unable to attend [work/school] from [start date] to [end date] due to illness. During this time, I was under medical care and needed rest to recover properly.

I sincerely apologize for any inconvenience my absence may have caused. I am now feeling better and have resumed my duties as of [return date].

If required, I am happy to provide a medical certificate or any other relevant documentation.

Thank you for your understanding and support.

Sincerely,

**[Your Full Name]**  
[Your Position/Class]  
[Employee/Student ID – if applicable]