DATE: [dd/mm/yyyy]

To:

[Recipient Name]  
[Designation]  
[Company Name]

Subject: Three days’ sick leave

With Due Reverence,

Sir, I am Sherman Alexander, the Project Manager at SDN Group of Textiles. It is stated that I am unable to make my presence sure in tomorrow’s meeting with the new contractors as I am on leave tomorrow and the two days next. I am suffering from typhoid and the doctor has suggested a few more examination tests and proper rest. Due to the crucial times of the company, I know that my prolonged absence can destabilize many ongoing tasks that is why I am taking only three days’ leave from work despite the need for more. I shall be grateful if you approve my three days sick leave from 20th April 20XX to 22nd April 20XX. Thank you

Regards

Sherman Alexander  
Emp. Number 382