Date:

Dear Mr. Mathew,

I am writing this letter to inform you about my health condition, as I am experiencing cold and cough symptoms. I also want to apply for three days' leave from work.

My son caught a cold and cough from his school, and then I caught it from him. We have visited the doctor, and he has prescribed us anti-allergies. Further, he has asked me to rest, at least for few days. I am attaching his prescription with this letter as well. As my condition is contagious, and I am not feeling well, I believe I should take days off from work, so that no colleague catches it from me.

I want to request you to accept my leave application for three days starting from 3rd September 20XX till 5th September 20XX. If there is any urgent work during these days, I will work from my home. Hopefully, I will feel better after resting for three days, and the severity of symptoms would lessen as well so that I can resume coming to the office premises.

I am attaching the filled sick leave application form with this letter. I hope you will accept my application. Thank you.

Regards,

Sheldon Steven.