[Your Name]

Date

Recipient Name

Title

Company Name

Street Address

City, ST ZIP Code

Dear Recipient Name:

This is to bring to your attention that I have been observing health issues since past few days but due to the project completion deadline, I was unable to take rest. This prolonged ignorance of my health has caused me severe fever today. I had tried my best to complete my today’s tasks but unfortunately, I couldn’t. I hereby request you to grant me a half day leave for today. I’ll join the office from tomorrow morning.

Sincerely,

Your Name