**To Date:**
The Manager,
Company name,
City name.

Sub: Sick leave request.

Dear Sir/Madam,

I **[your name]**, working  as a **[designation]** in **[department]** with employee ID **[XXXX]**.  I am suffering from a fever and not in the condition to come to the office.

So I request you to kindly grant me leave for **two days** on **20/12/2021** and **21/12/2021**.

I will immediately come back to the office after recovery.

Thanking you.

Regards,
Your name.