

Formal Sick Leave Letter for College

Subject: Sick Leave Request

Respected [Professor/Instructor Name],

I am feeling unwell and have been advised by my doctor to rest. Therefore, I request leave from [Start Date] to [End Date]. I will submit the medical certificate if required and catch up on any missed lectures or assignments.

Thank you for your consideration.

Best regards,

[Your Name]

[Course/Year]

[College Name]

Get more templates here:

<https://www.lettersandtemplates.com/letters/leave-letter-sample-for-college>