

# Leave Application for Fever for School/Office

## 1. Application for Short Medical Leave due to Flu at School/Office

To,  
The Principal/Manager,  
[School/Office Name],  
[Address],  
[City],  
[Date]

Subject: Application for Short Medical Leave due to Flu

Respected Sir/Madam,

I, [Your Name], a student/employee of class/department [Class/Department Name], would like to request a short medical leave for [Number of Days] days, from [Starting Date] to [Ending Date], as I have been diagnosed with flu.

I have been advised by my doctor to take complete rest and medications for a speedy recovery. I understand the importance of maintaining regular attendance, but my current health condition may hamper my ability to study/work efficiently and may also risk the health of my fellow students/colleagues.

I assure you that I will make up for the missed lessons/work and complete any pending assignments/tasks as soon as I return to school/office. Kindly grant me medical leave for the aforementioned days, and I will be grateful for your understanding and support.

Thank you.

Yours sincerely,

[Your Name]  
[Class/Department Name]  
[Roll Number/Employee ID]  
[Contact Number]

## **2. Request for Sick Leave Application Due to Dengue Fever in School/Office**

To,  
The Principal/Manager,  
[School/Office Name],  
[City],

Subject: Request for Sick Leave Application Due to Dengue Fever

Respected Sir/Madam,

I am [Your Name], a student/employee of class/department [Specify Class/Department] at [School/Office Name]. I am writing to inform you that I have been diagnosed with dengue fever, and my doctor has advised me to take complete bed rest for a period of [Number of Days] days starting from [Start Date].

As per my doctor's recommendation, I need to be under medical supervision and remain at home during this period to ensure a smooth and quick recovery. Therefore, I humbly request you to grant me leave from [Start Date] to [End Date], so I can take the necessary care and precautions to regain my health.

I understand the importance of being present at the school/office during this time and assure you that I will make up for any lost work or assignments as soon as I am able to return. I have informed my classmates/colleagues about my situation and have made arrangements for them to cover my responsibilities in my absence.

Please find attached the medical certificate issued by my doctor as proof of my diagnosis and the necessity of my leave. I kindly request you to consider my situation and grant me sick leave for the aforementioned duration.

Thanking you in advance for your understanding and cooperation.

Yours sincerely,

[Your Name]

[Class/Department]  
[Roll Number/Employee ID]  
[Contact Information]

### **3. Submission of Leave Application for Unexpected High Fever at School/Office**

To,  
The Principal/Manager,  
[School/Office Name],  
[Address],  
[City], [Postal Code],  
[Date]

Subject: Submission of Leave Application for Unexpected High Fever

Respected Sir/Madam,

I am [Your Name], a student/employee (Class/Department: [Your Class/Department]) at [School/Office Name]. I am writing this application to inform you that I have been suffering from an unexpected high fever since yesterday. Due to this sudden illness, I am unable to attend school/office for the next [Number of Days] days.

I kindly request you to grant me leave from [Starting Date] to [Ending Date] so that I can recover and return to my regular duties as soon as possible.

I will ensure that I catch up with the missed lessons/work and complete any pending assignments on my return. In case of any urgent matters during my absence, I will coordinate with my classmates/colleagues to ensure that my responsibilities are handled.

Kindly consider my situation and approve my leave application. I shall be highly obliged for your understanding and support.

Thank you.

Yours sincerely,

[Your Name],  
[Your Class/Department],  
[School/Office Name],  
[Contact Details]

#### **4. Application for Health-related Absence Owing to Seasonal Fever in School/Office**

To,  
The Principal/Manager,  
[School/Office Name],  
[Address],  
[City], [State], [Pin Code]

Subject: Application for Health-related Absence Owing to Seasonal Fever

Respected Sir/Madam,

I, [Your Name], a student/employee of Class/Department [Class/Department Name], Roll No/Employee ID [Roll No/Employee ID], kindly request to inform you about my absence from the school/office for the past [number of days] days due to a seasonal fever.

I had been suffering from high fever, cold and cough, which made it difficult for me to attend the classes/work. The doctor advised me to take complete rest and prescribed a course of medication for the same. I have been following the medical advice and now I am recovering well from the illness.

I assure you to cover up the missed lectures/work assignments at the earliest and request you to grant me leave for the period of [start date] to [end date]. Kindly provide me with the necessary permissions and support to ensure a smooth transition back to the school/office.

I have attached the medical certificate issued by the doctor for your reference. Kindly consider my application and grant me leave for the mentioned duration.

Thanking you,

Yours sincerely,

[Your Name]  
Class/Department: [Class/Department Name]  
Roll No/Employee ID: [Roll No/Employee ID]  
Contact No: [Your Contact Number]  
Date: [Date of Application]

## **5. Emergency Leave Application for Sudden Fever and Inability to Attend School/Office**

To,  
The Principal/Manager,  
[School/Office Name],  
[Address],  
[City]

Subject: Emergency Leave Application for Sudden Fever and Inability to Attend School/Office

Respected Sir/Madam,

I am [Your Name], a student/employee at [School/Office Name] in class/department [Class/Department Name]. I humbly request you to grant me emergency leave for today, [Date], as I am unable to attend school/office due to a sudden high fever.

The fever started last night, and despite taking medication, it has not subsided. My doctor advised me to take complete rest for the day and avoid any physical strain to recover quickly. As a result, I am unable to attend my classes/work today.

I understand the importance of regular attendance and assure you that I will cover the missed lessons/work as soon as I regain my health. Kindly approve my leave application and oblige.

Thanking you in anticipation.

Yours sincerely,

[Your Name]

[Class/Department Name]

[Roll Number/Employee ID]

[Contact Number]