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] |

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