

**To**

The Principal,  
College name,  
City name.

**Date:**

Sub: Leave application due to fever.

Respected Sir/Madam,

This is to inform you that, I have been suffering from fever and cold, so I am unable to attend college today. The doctor told me to take **two** days of rest to get recovered, so, please allow me to take leave for **two** days from **[date]** to **[date]**.

I will immediately come back to the college after recovery, so kindly approve my leave request.

Thanking you.

Yours faithfully,  
Student name,  
Course & year,  
Roll no.