

## FORMAL LETTER FORMAT : 1

To

Name of Recipient:

Designation:

Company Name:

Address:

Dear Sir / Madam

Subject:

(Body of the Letter) Example: Sir, I am very ill since last few days. And my treatment is going on in Lilbati Hospital. The doctor has asked me to take rest by staying at home for a few days. That's why I can't attend office this week.

**Note :** So in this way you can add anything else like how many days leave you want. The letter does not have to be drawn too long and all things have to be written in 2 to 3 paragraphs.

Thank You for your consideration. Waiting for your response.

You're sincerely,

You're Name:

Signature