**Official Sick Email to Professor Example**

**Subject: Requesting the Leave of Absence Due to Sickness**

Dear Professor [Professor's Last Name],

I hope this message finds you in good health. I am writing to inform you that I am unwell and, unfortunately, will not be able to attend your [specific class/course] on [date(s)]. I wanted to reach out as soon as possible to let you know and to discuss how I can stay on track with the course requirements during my absence.

I am experiencing flu-like symptoms, including high fever and severe fatigue, which prevent me from participating in class activities. My doctor has diagnosed me with influenza and has advised bed rest for the next five days.

I understand the importance of not falling behind in the curriculum. During my absence, I plan to review the class materials and lectures online. If there are specific readings, assignments, or lecture notes I should focus on, please let me know. I assure you that I will make every effort to catch up on the missed work promptly.

I apologize for any inconvenience my absence may cause and appreciate your understanding in this matter. If there are any forms or documentation required for my absence, please do not hesitate to inform me, and I will promptly provide them.

Thank you for your consideration. I look forward to your guidance on the best way to keep up with the class during my absence. If there's anything else you need from me, please do not hesitate to ask.

Best Regards,

[Your Full Name]

[Your University ID (if applicable)]

[Your University Email Address]

[Your Phone Number]