**Sample Sick Email to Professor Template**

**Subject:** **Leave of Absence Due to Illness - [Date of Absence]**

Dear Professor Charles,

I hope this message finds you well. I am writing to inform you that I am unwell and, unfortunately, unable to attend [specific class/course] on [date(s)]. I am experiencing [mention your symptoms briefly, if comfortable], which prevents me from participating effectively in class.

As of now, my doctor has advised me to take rest for [number of days/weeks]. I will keep you updated on my progress and aim to return to class as soon as I am able.

During my absence, I will diligently review the class materials and lectures online to stay up-to-date. 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.

Kind Regards,

Alex Hales

[Your Contact Details]