Date:

To: (generally the hospital authority)

Subject: Request for issuance of medical certificate

Respected Sir/Madam,

I am Mrs. Johnson, your patient of cardiovascular diseases at ABC hospital for the last few months. I visited you two weeks ago with a slight pain in the chest. You conducted some tests and then asked me to admit to the hospital. I was discharged from the hospital after one day. However, you recommended me to take a rest for two weeks before I get back to the work.

It is important to mention here that I am a working lady, and my job necessitates it for me that I submit a medical certificate issued by my medical practitioner to get a leave of two weeks.

Therefore, I am writing this letter to request you to issue me the medical certificate that will be helpful for me in getting the leave of two weeks for bed rest. Please mention my report results and the reason why I should take a rest in the medical certificate so that my employer can understand my situation well. I will be very thankful to you for your act of kindness.

With warm regards,

Your name:

Your address:

Name of the company where you work:

Your signature: