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[DATE]

[YOUR NAME]

[YOUR ADDRESS]

[EMPLOYER’S NAME]

[EMPLOYER’S ADDRESS]

**Sent by [POST/EMAIL]**

Dear [EMPLOYER’S NAME]

**RE: PROVIDING MEDICAL CERTIFICATE**

I am writing to provide you with a medical certificate for the period of my absence.

I was away from work sick on the following days:

[INSERT DATES ON WHICH YOU WERE ABSENT FROM WORK AND WHICH ARE COVERED BY THE MEDICAL CERTIFICATE].

Enclosed is a copy of the medical certificate.

Yours faithfully,

[YOUR NAME]

[YOUR PHONE NUMBER]