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*USING THIS LETTER:*1. Fill in the areas that are marked with square brackets - [LIKE THIS].
2. Print and Sign.
3. Make a copy then post the letter.
4. Do NOT send this instruction page.

*WHEN TO USE THIS LETTER:*Use this letter to request compensation for the costs of getting a medical certificate. Use this letter ONLY if both of the following apply:1. You were absent for less than 3 consecutive days; and
2. Your employer requested the medical certificate.
 |

[DATE]

[YOUR NAME]

[YOUR ADDRESS]

[EMPLOYER’S NAME]

[EMPLOYER’S ADDRESS]

**Sent by [POST/EMAIL]**

Dear [EMPLOYER’S NAME]

**RE: REQUEST FOR REIMBURSEMENT FOR MEDICAL CERTIFICATE COSTS**

I am writing to request that you compensate me for the cost of getting the medical certificate you have asked me to provide.

I was absent from work on the following dates:

[INSERT DATES ON WHICH YOU WERE ABSENT FROM WORK]

I was absent for less than 3 consecutive calendar days.

I was required to pay a consultation fee to get the medical certificate and I request that you refund the cost of getting the medical certificate.

The cost of getting the medical certificate was:

[INSERT COST OF ACQUIRING MEDICAL CERTIFICATE; INCLUDE A GST RECEIPT OF INVOICE IF YOU HAVE ONE].

Thank you for your help with this request. I look forward to hearing from you.

Yours faithfully,

[YOUR NAME]

[YOUR PHONE NUMBER]