**Subject:**

Dear Mr. Lastname,

Please accept this letter as documentation of my absence from March 2 through March 6, 20XX due to sickness. I have included my doctor’s scanned note detailing his recommendation for hospital treatment due to complications from the flu. I have also attached the hospital discharge instructions.

If I can provide any additional information, please let me know. Thank you for your understanding.

Sincerely,

Your Signature