

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally request a leave of absence from work due to health reasons. I have been experiencing [briefly explain condition or leave reason, if comfortable] and have been advised by my healthcare provider to take time off to ensure my recovery.

I would like to request leave starting from [start date] and expect to return on [return date]. I will ensure that all my responsibilities are managed before my departure and will assist in the transition of my duties to ensure a smooth workflow during my absence.

Please let me know if you need any documentation or further information regarding my health situation. I appreciate your understanding and support during this time.

Thank you for considering my request.

Sincerely,
[Your Name]