

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally inform you of my absence from [work/school] due to medical reasons. My doctor has advised me to take time off to ensure a full recovery.

My absence will begin on [start date] and I expect to return on [expected return date]. I will provide any necessary documentation from my healthcare provider, if required.

Thank you for your understanding and support during this time. If you need to discuss my absence further, please feel free to contact me.

Sincerely,

[Your Name]
[Your Job Title/Position, if applicable]