

[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 medical leave from [start date] to [end date] due to [brief explanation of the medical condition, if comfortable]. I have consulted with my healthcare provider, and they recommend that I take this time off to ensure a full recovery.

I will ensure that all my responsibilities are covered during my absence and will communicate with my team to facilitate a smooth transition.

Please let me know if you need any documentation from my doctor or if there's anything else I should provide.

Thank you for your understanding.

Sincerely,

[Your Name]  
[Your Job Title]