

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

Dear [Manager's Name],

I am writing to formally request a medical leave of absence from [start date] to [end date] due to [brief reason, e.g., a medical condition]. I will ensure that all my responsibilities are managed before my leave and will be available for any necessary handover.

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Job Title]