

[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 my position at [Company's Name] due to [brief description of medical issue, e.g., surgery, illness]. My doctor has advised that I take time off to recover, and I would like to request leave starting from [start date] to [end date].

During this period, I will ensure that [briefly mention how you will manage your responsibilities, e.g., delegating tasks, completing urgent projects]. I have attached a medical certificate for your reference. Thank you for considering my request. I appreciate your understanding and support during this time. Please let me know if you need any further information.

Sincerely,

[Your Name]
[Your Job Title]