

[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 an extended medical leave of absence due to [briefly explain your medical condition or situation, e.g., "a serious health issue that requires ongoing treatment"].

I expect to be away from work starting [start date] and plan to return on [expected return date]. During my absence, I will ensure that [mention any plans for transitioning your responsibilities or informing your team].

Please let me know if you need any additional documentation from my healthcare provider. I appreciate your understanding and support during this time.

Thank you for considering my request.

Sincerely,

[Your Name]
[Your Job Title]