

[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],

Subject: Medical Leave Application

I hope this message finds you well. I am writing to formally request medical leave from work for [number of days] starting from [start date] to [end date].

Due to [brief explanation of your medical condition, e.g., "a surgical procedure" or "a medical condition"], I have been advised by my doctor to take time off to ensure a complete recovery.

I have ensured that my current responsibilities are managed and have [mention any handover of work, if applicable]. I will also be available via [email/phone] for any urgent matters.

Thank you for your understanding. I look forward to your approval of my leave request.

Sincerely,

[Your Name]  
[Your Job Title]