

[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 work due to [brief reason for leave, e.g., a medical condition, surgery, etc.]. My doctor has advised that I take time off to focus on my recovery.

I anticipate that my leave will begin on [start date] and I expect to return to work on [return date]. I will ensure that all my responsibilities are managed prior to my leave, and I am happy to assist in any transitions necessary during my absence.

Please let me know if you require any further information or documentation regarding my situation. Thank you for your understanding.

Sincerely,

[Your Name]  
[Your Job Title]