

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

Dear [Manager's Name],

I am writing to formally request medical leave from work due to [briefly explain reason, e.g., a medical condition, surgery, etc.]. My doctor has advised me to take leave starting from [start date] and expects that I will be able to return to work by [end date].

I will ensure that all my responsibilities are addressed prior to my leave and will provide updates as needed. I have attached [any required documentation, e.g., medical certificate] for your reference.

Thank you for considering my request. I look forward to your understanding and support during this time.

Sincerely,

[Your Name]
[Your Job Title]