

[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 a medical leave of absence from work due to [briefly explain medical issue, e.g., surgery, illness, etc.]. I have consulted with my healthcare provider, and they have advised that I take time off to recover properly.

I would like to request leave starting from [start date] and anticipate returning to work on [return date]. I will ensure that all my responsibilities are managed in my absence and will be available to provide any necessary information to facilitate a smooth transition.

Thank you for your attention to this matter. I appreciate your understanding and support.

Sincerely,  
[Your Name]