

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Company/Organization Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally request medical leave from [start date] to [end date] due to [brief reason, e.g., health issues]. I will ensure that all my responsibilities are managed in my absence and will be available for any urgent matters via email.

Thank you for your understanding.

Sincerely,  
[Your Name]