

[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 due to [brief reason, e.g., a health issue, surgery, etc.]. I expect to be away from work starting on [start date] and anticipate returning on [return date].

I have ensured that my responsibilities are managed during my absence and have briefed [Colleague's Name] to cover my duties.

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

Sincerely,

[Your Name]
[Your Job Title]