

[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 [start date] to [end date] due to [brief description of medical condition, if comfortable sharing]. I have consulted with my doctor, and they have advised me to take time off to ensure a full recovery.

I will ensure that all my responsibilities are managed before my leave begins. [Optional: You may mention any arrangements you have made, such as delegating tasks or covering duties.]

Please let me know if you need any further information or documentation.

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Job Title]