

[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 [brief explanation of the medical condition, e.g., surgery, illness, or recovery]. I will need to be away from work starting on [start date] and anticipate returning on [return date].

I have enclosed a medical certificate from my doctor to validate my request and to provide further details regarding my condition. I will ensure that all my duties are handed off appropriately to my colleagues during my absence.

Thank you for your understanding and support during this time. Please let me know if you need any additional information or documentation.

Sincerely,

[Your Name]
[Your Job Title]