

[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 explanation of the medical condition, if comfortable].

I have attached the necessary medical documentation to support my request. During my absence, I will ensure to complete any outstanding tasks and will be available to assist with urgent matters via email.

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Job Title]