

[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 [briefly state the reason, e.g., a medical condition, surgery, etc.]. My doctor has advised that I take time off to ensure proper recovery and health.

I would like to request leave starting from [start date] to [end date]. During my absence, I will ensure that all my responsibilities are managed appropriately and I will be available for any urgent matters via email. I appreciate your understanding in this matter. Please let me know if you need any additional information or documentation from my healthcare provider.

Thank you for considering my request.

Sincerely,

[Your Name]
[Your Job Title]