

[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],

Subject: Medical Leave Request

I am writing to formally request a medical leave of absence from work due to [briefly explain medical reason or condition]. My doctor has advised that I take time off to recover, and I anticipate that I will need leave beginning [start date] through [end date].

I will ensure that all my responsibilities are managed before my departure and will assist in the transition of my tasks to ensure minimal disruption to our team's workflow. I am happy to provide any required documentation from my healthcare provider.

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

Sincerely,

[Your Name]
[Your Job Title]