

[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 hope this message finds you well. I am writing to formally request a medical leave of absence due to [brief description of medical condition, e.g., a surgical procedure, recovery from an illness, etc.]. My doctor has advised me that I will need time to recover, and I anticipate being away from work from [start date] to [end date].

During my absence, I will ensure that my responsibilities are covered and will provide all necessary documentation from my healthcare provider. I will also be available via email for any urgent matters, should the need arise.

Thank you for considering my request. I am hopeful for your understanding and support during this time.

Sincerely,

[Your Name]
[Your Job Title]
[Company Name]