

[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 due to [briefly explain reason, e.g., a serious health issue, surgery, etc.]. My doctor has advised that I take time off to ensure a full recovery. I anticipate that I will need to be away from work from [start date] to [end date]. I will keep you updated should my situation change and will do my best to ensure a smooth transition of my responsibilities during my absence.

Please let me know if you require any further information or documentation from my healthcare provider. I appreciate your understanding and support in this matter.

Thank you for considering my request.

Sincerely,

[Your Name]  
[Your Job Title]