

[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 medical leave from work due to [briefly describe your medical condition or reason, if comfortable, e.g., "a health issue that requires treatment"].

I plan to start my leave on [start date] and expect to return on [return date], subject to my doctor's advice. I will ensure that all my current projects and responsibilities are handed over to [colleague's name or "a designated team member"] before my leave begins to minimize disruption to the team's workflow.

I appreciate your understanding and support during this time. Please let me know if you require any further information or documentation.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Job Title]