

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Employer's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally request medical leave due to my recent diagnosis of Lyme disease. My healthcare provider has advised me to take time off work to focus on treatment and recovery.

I anticipate that I will need to be away from work for approximately [duration of leave, e.g., "four weeks"] beginning on [start date]. I will provide regular updates on my progress and notify you if my situation changes.

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

Thank you for considering my request.

Sincerely,

[Your Name]
[Your Job Title]