

[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 leave of absence from my night shift due to medical reasons. I have been experiencing [briefly describe your medical condition, if comfortable] and have been advised by my doctor to take some time off for proper recovery.

I would like to request leave starting from [start date] to [end date]. I assure you that I will do my best to ensure a smooth transition and will hand over my responsibilities during my absence.

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

Sincerely,

[Your Name]
[Your Job Title]