

[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 due to medical reasons. I have been advised by my healthcare provider to take time off to focus on my recovery.

I would like to request leave starting from [start date] to [end date]. During this time, I will ensure that all my responsibilities are handed over to [Colleague's Name] to ensure a smooth workflow in my absence.

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

Thank you for your consideration.

Sincerely,

[Your Name]
[Your Job Title]