

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

Dear [Employer's Name],

I hope this message finds you well. I am writing to discuss my current physical therapy needs and how they may affect my work schedule.

Due to [briefly explain the reason, e.g., an injury or medical condition], I have been recommended to undergo physical therapy sessions to aid in my recovery. These sessions are crucial for my rehabilitation and overall well-being.

I would like to request [specific arrangements, e.g., flexible working hours, remote work options, or time off] to accommodate my therapy appointments, which are typically scheduled for [days and times]. I assure you that I will do my best to manage my workload effectively around these appointments.

Thank you for considering my request. I appreciate your understanding and support during this time. I look forward to discussing this matter further.

Sincerely,

[Your Name]
[Your Job Title]