

[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 paid time off (PTO) for medical reasons. I have been feeling unwell and have consulted with my physician, who has advised me to take time off to recover properly.

I would like to request leave starting from [start date] to [end date], if possible. I will ensure that all my responsibilities are managed before my leave, and I am happy to assist in handing over urgent tasks to colleagues during my absence.

Please let me know if you need any further information or documentation regarding my medical condition.

Thank you for your understanding and support.

Sincerely,
[Your Name]