

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

I would like to request leave starting from [start date] to [end date]. I will ensure that all my current responsibilities are managed before my leave, and I am happy to assist in transitioning my workload to ensure minimal disruption.

If necessary, I can provide documentation from my doctor regarding my condition. I appreciate your understanding and support during this time. Thank you for considering my request. Please let me know if you need any further information.

Sincerely,

[Your Name]
[Your Job Title]