

[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 medical leave of absence from work due to [briefly state the reason, e.g., a medical condition, surgery, etc.].

I intend to begin my leave on [start date] and expect to return by [return date], pending my recovery.

I have attached my doctor's note for your reference. During my absence, I will ensure that all my responsibilities are managed and delegated appropriately. [You may mention any plans for coverage or point of contact during your leave.]

Please let me know if you require any further information or documentation. Thank you for your understanding and support during this time.

Sincerely,

[Your Name]  
[Your Job Title]