

[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 [start date] to [end date]. I have been advised by my physician to take this time off to recover from [brief description of medical condition].

I will ensure that all my responsibilities are managed during my absence, and I am happy to assist in transitioning my work, including handing off tasks to teammates. Please let me know if you need any additional information to process my leave request.

Thank you for your understanding. I look forward to your favorable response.

Sincerely,

[Your Name]
[Your Job Title]