

[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 an urgent medical leave of absence due to [briefly state medical condition or reason, e.g., personal health issues]. My doctor has advised that I take time off to focus on my recovery, and I will need to be away from work starting [start date] to [expected return date].

I understand the importance of my role and am committed to ensuring a smooth transition during my absence. I will [suggest any arrangements for coverage or handover, e.g., briefing a colleague on my tasks].

Please let me know if you need any further information or documentation from my healthcare provider. Thank you for your understanding and support during this time.

Sincerely,  
[Your Name]