

[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 urgent medical leave due to [briefly state the medical issue, e.g., "a sudden health issue that requires immediate attention"]. As per my doctor's recommendation, I will need to take time off work starting from [start date] until [anticipated end date].

I will ensure that all my responsibilities are managed during my absence and will provide [colleague's name or your fallback] with the necessary information to cover my tasks. I appreciate your understanding during this difficult time.

Thank you for your support. Please let me know if you require any further information.

Sincerely,

[Your Name]

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[Your Name]  
[Your Job Title]  
[Date]

[Manager's Name]  
[Company's Name]

Subject: Urgent Medical Leave Request

Dear [Manager's Name],

I hope this message finds you well. I am writing to inform you that I am in need of urgent medical leave due to [specific illness or situation] that has arisen unexpectedly. I will be unable to work from [start date] to [end date].

I will keep you updated on my progress and am happy to assist with any necessary arrangements for coverage in my absence.

Thank you for your understanding.

Best regards,

[Your Name]

[Your Contact Information]

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[Your Name]  
[Your Job Title]  
[Date]

[Manager's Name]  
[Company's Name]

Dear [Manager's Name],

I am reaching out to formally request emergency medical leave as I have been diagnosed with [condition/illness] that requires immediate treatment. My leave will begin on [start date] and I expect to return by [end date], pending doctor approval.

I will ensure that my duties are managed and will communicate with my team to ensure minimal disruption. Thank you for your compassion during this time.

Sincerely,  
[Your Name]