

[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]

[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]

[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]