

**\*\*Template Example 1: Formal Medical Leave Request\*\***

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Manager's Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally request immediate medical leave due to a health condition that requires urgent attention. My healthcare provider has advised that I take time off to focus on treatment and recovery. I anticipate that I will need to be away from work starting [start date] and expect to return by [return date]. I will provide any necessary documentation from my healthcare provider to support my leave request. Please let me know if you need any further information. I appreciate your understanding during this time.

Sincerely,  
[Your Name]

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**\*\*Template Example 2: Informal Medical Leave Email\*\***

Subject: Request for Immediate Medical Leave

Hi [Manager's Name],

I hope this message finds you well. I'm writing to inform you that I require immediate medical leave starting today, as I am dealing with a health issue that needs prompt attention.

I will keep you updated on my progress and hope to return by [return date]. Thank you for your understanding.

Best,  
[Your Name]