

[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 from work due to [brief description of medical issue, if comfortable]. My healthcare provider has advised that I take time off to undergo necessary treatment and recover properly.

I anticipate that my leave will begin on [start date] and extend until approximately [end date]. During my absence, I will ensure that all my responsibilities are delegated appropriately, and I will provide any necessary assistance to facilitate a smooth transition.

I appreciate your understanding in this matter and will keep you updated on my progress. If you require any documentation or details, please do not hesitate to let me know.

Thank you for your support.

Sincerely,
[Your Name]