

[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 starting from [start date] to [end date] due to [brief explanation of medical situation, if comfortable sharing]. I have attached a letter from my healthcare provider for your reference.

I understand the importance of my responsibilities and will do my best to ensure a smooth transition during my absence. I am happy to assist in training a temporary replacement or providing necessary handover notes. Thank you for your understanding and support during this challenging time. Please let me know if you need any further information.

Sincerely,
[Your Name]