

[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 a sudden medical leave due to an unexpected health issue that requires immediate attention. I apologize for the short notice, and I hope to minimize any disruption this may cause to our team.

I will need to be away from work starting [start date] and anticipate returning on [return date]. During my absence, I will ensure that all my responsibilities are delegated and properly managed. I will also remain accessible via email for any urgent matters.

Thank you for your understanding and support during this time. Please let me know if you need any further information or documentation regarding my medical leave.

Sincerely,

[Your Name]
[Your Job Title]