

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

Dear [Supervisor's Name],

I hope this message finds you well. I am writing to formally request urgent medical leave due to [brief explanation of medical issue, e.g., a health emergency, scheduled surgery, etc.]. My healthcare provider has advised that I take time off to ensure proper recovery and to manage my health effectively.

I anticipate being away from work starting [start date] and plan to return on [return date]. During my absence, I will ensure that all my responsibilities are delegated appropriately and that [co-worker's name] is up to date with my current projects.

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

Sincerely,

[Your Name]
[Your Position]