

[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, starting on [start date] and ending on [end date]. Due to [brief explanation of the medical issue], I am unable to perform my work duties during this time.

I will ensure that all my responsibilities are handed over to [Colleague's Name] to maintain workflow continuity. I will also be available via email if there are any urgent matters that require my attention.

Thank you for your understanding and support during this challenging time.

Sincerely,

[Your Name]
[Your Position]