

[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 due to [briefly describe the nature of the medical issue, if comfortable]. I am unable to perform my work duties effectively during this time.

I anticipate that I will need to be away from work starting [start date], and I expect to return by [return date]. I will keep you updated regarding my situation and provide any necessary documentation from my healthcare provider as required.

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

Sincerely,
[Your Name]