

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

Dear [Supervisor's Name],

I am writing to formally request an urgent medical leave of absence from work beginning [start date] due to [brief explanation of the medical issue, if comfortable]. I anticipate that my recovery will take approximately [number of days/weeks] and plan to return to work on [return date].

During my absence, I will ensure that all my responsibilities are covered and will provide any necessary documentation required. I appreciate your understanding during this challenging time.

Thank you for your consideration. Please let me know if you need any further information.

Sincerely,
[Your Name]