

[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 urgent medical leave due to [briefly explain the medical issue or state "a personal health situation"]. I will be unable to perform my job duties from [start date] to [expected return date].

I apologize for any inconvenience my absence may cause and assure you that I will do my best to ensure a smooth transition during this time. I will be available via email for any urgent matters, and I have briefed [Colleague's Name] on my current projects to keep things moving forward in my absence.

Thank you for your understanding. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Job Title]