

Subject: Urgent Medical Leave Request

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request an urgent medical leave of absence due to [briefly state the reason, e.g., a sudden illness or medical procedure].

I will need to be away from work starting [start date] and anticipate returning by [return date]. I have ensured that my responsibilities are covered during my absence by [briefly explain any arrangements made, e.g., delegating tasks to a colleague].

Please let me know if you need any additional information or documentation regarding my situation. I appreciate your understanding and support during this time.

Thank you for your consideration.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]