

[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 a medical leave of absence from work due to [brief explanation of your medical condition or reason, if comfortable]. I would like to request leave starting from [start date] to [end date].

I have attached the necessary medical documentation for your reference. During my absence, I will ensure that my responsibilities are managed by [Colleague's Name] and will be available via email for any urgent matters.

Thank you for your understanding and support during this time.

Sincerely,

[Your Name]
[Your Job Title]