

[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 short-term leave of absence due to health issues. I have been experiencing [briefly describe health issue or say "medical circumstances"] and have been advised by my healthcare provider to take some time off to recover.

I would like to request leave starting from [start date] to [end date]. I will ensure that all my responsibilities are covered during my absence and will coordinate with my team to make the transition as smooth as possible.

Please let me know if you need any further information or if there are forms I need to complete to facilitate this request.

Thank you for your understanding.

Sincerely,

[Your Name]