

Medical Leave Request

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Request for Medical Leave

Dear [Manager's Name],

I am writing to formally request medical leave due to a health crisis involving a family member. [Briefly explain the situation, e.g., "My [relation], has been diagnosed with a serious illness and requires my immediate support and care."]

I would like to request leave starting from [start date] to [end date]. I will ensure that my responsibilities are managed in my absence, and I will be available via email if there are urgent matters that require my attention.

Thank you for your understanding during this challenging time. I look forward to your prompt approval of my leave request.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]