

# Medical Leave Request

Date: [Insert Date]

To: [Manager's Name]

[Company's Name]

[Company's Address]

Dear [Manager's Name],

I am writing to formally request a short-term medical leave of absence due to an injury I sustained on [insert date of injury]. My doctor has advised that I take time off to ensure proper recovery and to avoid any complications.

I would like to request leave starting from [start date] and expect to return to work on [return date]. I will ensure that all my responsibilities are managed prior to my leave and am willing to assist in any transition necessary to cover my duties during my absence.

Thank you for considering my request. Please let me know if you need any further information or documentation.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]