

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

## **Subject: Documentation Request for Medical Leave**

Dear [Recipient's Name],

I am writing to formally request medical leave due to stress-related health issues. My physician has advised me to take a leave of absence to focus on my recovery and overall well-being.

I kindly ask for your assistance in providing any necessary documentation required for my leave application. This will help ensure a smooth process and allow me to attend to my health without additional concerns.

Thank you for your understanding and support during this time. I look forward to your prompt response.

Sincerely,

[Your Name]