

# Leave Request for Medical Reasons

[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 notice leave due to medical reasons. I have been advised by my healthcare provider to take some time off to focus on my health.

I kindly ask for leave starting from [Start Date] to [End Date]. I apologize for any inconvenience this may cause and will do my best to ensure a smooth handover of my responsibilities.

Thank you for your understanding.

Sincerely,

[Your Name]