

# Leave Application for Follow-Up Treatment

Date: [Insert Date]

To,  
[Manager's Name]  
[Company Name]  
[Company Address]

Dear [Manager's Name],

I am writing to formally request leave from [start date] to [end date] due to a follow-up treatment required after my recent surgery.

As per my doctor's advice, I need to undergo a follow-up appointment and possible treatment during this period. I assure you that I will ensure all my responsibilities are managed before my leave, and I will be available via email for any urgent matters.

I kindly request your support and understanding in this matter. Thank you for considering my application. I look forward to your positive response.

Yours sincerely,  
[Your Name]  
[Your Job Title]  
[Your Contact Information]