

# Medical Leave Application

**[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 medical leave of absence from work due to a family health emergency that requires my immediate attention. Unfortunately, my [relation, e.g., father, mother] is experiencing serious health issues, and I must be there to provide support and care.

I anticipate needing leave starting from [start date] and expect to return on [return date]. I will ensure that all my current responsibilities are managed and will be available for any urgent inquiries via email or phone during this time.

Thank you for your understanding. I look forward to your positive response.

Sincerely,

[Your Name]