

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

Date: [Insert Date]

Subject: Application for Medical Leave

Dear [Manager's Name],

I am writing to formally request a medical leave of absence due to an unexpected illness. I have been experiencing [briefly describe illness] and, after consulting with my doctor, I have been advised to take a break from work to focus on my recovery.

I kindly request leave starting from [start date] to [end date]. I anticipate returning to work on [return date], and I will ensure all my responsibilities are up to date before my leave begins.

Thank you for your understanding during this time. I hope to recover quickly and return to work as soon as possible. Please let me know if you need any further information or documentation.

Yours sincerely,  
[Your Name]  
[Your Position]  
[Your Contact Information]