

Medical Leave Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally request a medical leave of absence from work for mental health treatment. My doctor has recommended that I take this time to focus on my health and recovery.

I intend to start my leave on [Start Date] and expect to return to work on [Expected Return Date]. I will do my best to ensure that any work responsibilities are covered prior to my leave.

Thank you for your understanding and support during this time. Please let me know if you require any further information or documentation.

Sincerely,

[Your Name]