

Medical Leave Request for Preventive Health Care

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[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 for preventive health care. I have scheduled appointments with my healthcare provider to ensure the early detection and management of potential health issues.

I would like to request leave starting from [Start Date] to [End Date]. I will ensure that all my responsibilities are covered during my absence, and I am more than willing to assist in the handover process before I leave.

Thank you for considering my request. I appreciate your understanding and support regarding my health and well-being. Please let me know if you need any further information or documentation from my healthcare provider.

Sincerely,

[Your Name]