

# Medical Leave Application

Date: [Insert Date]

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

Dear [Manager's Name],

I am writing to formally request a short-term medical leave of absence due to [brief explanation of illness or medical issue]. I anticipate that I will need to take leave starting from [start date] to [end date].

I will ensure that all my responsibilities are managed before my leave and will provide any necessary assistance to ensure a smooth transition. I am willing to assist in the transfer of my duties to a colleague during my absence.

Thank you for considering my request. Please let me know if you require any further information or documentation.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Contact Information]