

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Manager's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally request a medical leave of absence from work due to [brief explanation of the medical condition]. I anticipate needing to take leave from [start date] to [end date], depending on my recovery progress.

I will ensure that my responsibilities are managed in my absence and will be happy to assist in training someone to cover my duties during this time. Additionally, I will keep you updated about my condition and my expected return date.

Thank you for considering my request. I look forward to your understanding and support.

Sincerely,

[Your Name]