

# Medical Leave Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[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 due to personal health issues. I have consulted with my doctor and have been advised to take some time off to focus on my recovery.

I would like to request leave starting from [start date] to [end date]. I will ensure that my responsibilities are covered during my absence and will communicate with my team to facilitate a smooth transition.

Thank you for your understanding and support during this time. I appreciate your consideration of my request and look forward to your positive response.

Sincerely,

[Your Name]