

Medical Leave Request

Date: [Insert Date]

To,

[Manager's Name]

[Company's Name]

[Company's Address]

Dear [Manager's Name],

I am writing to formally request medical leave due to a family medical issue that requires my immediate attention. I will need to be absent from work starting [Start Date] and expect to return on [End Date].

Attached, you will find the necessary documentation from my healthcare provider confirming the need for this leave.

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]