

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[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 leave of absence due to health issues that require my immediate attention. My doctor has advised that I take some time off to recover and regain my health.

I would like to request leave starting from [start date] to [end date]. I will ensure that all my responsibilities are managed prior to my departure and will communicate with my colleagues to facilitate a smooth workflow during my absence.

Please let me know if you require any further information or documentation regarding my condition. I appreciate your understanding and support during this time.

Thank you for considering my request.

Sincerely,

[Your Name]