Medical Leave Application

To [Recipient's Name],

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

Dear [Recipient's Name],

I am writing to formally request an extended medical leave from work for mental health reasons. My healthcare provider has recommended that I take a break to focus on my recovery and well-being.

I would like to request a leave of absence starting from [Start Date] and anticipate returning on [Return Date]. I understand the importance of my responsibilities at [Company Name] and will ensure that my duties are covered during my absence.

I can provide any necessary documentation from my healthcare provider if required.

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]