

# Application for Extended Medical Leave

Date: [Insert Date]

To,

[Manager's Name]

[Company's Name]

[Company's Address]

Dear [Manager's Name],

I am writing to formally request an extended medical leave due to my chronic illness. The nature of my condition requires ongoing treatment and recovery time that will impede my ability to perform my job effectively.

My doctor has recommended that I take a leave of absence starting from [Start Date] to [End Date]. During this time, I will focus on my treatment and recovery. I have attached the medical documentation from my healthcare provider to support my request.

I assure you that I will do my best to ensure a smooth transition of my responsibilities before my departure and will remain available for any urgent matters through email.

Thank you for your understanding and support during this challenging time. I look forward to your favorable response.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]