

Holiday Leave Request for Medical Reasons

[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 holiday leave from [start date] to [end date] due to medical reasons. I have been advised by my healthcare provider to take this time off to focus on my recovery.

I have ensured that my workload is manageable in my absence. I am happy to assist in transitioning my responsibilities to a team member before my leave.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]