

# Medical Leave Request

Date: [Insert Date]

To,

[Manager's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally request medical leave due to an emergency health situation that requires my immediate attention. The nature of this situation has been unforeseen and necessitates that I take time off to manage my health effectively.

I would like to request leave starting from [Start Date] to [End Date]. I assure you that I will do my best to manage my workload and ensure a smooth transition prior to my leave. I am willing to assist in any way possible to delegate my responsibilities during my absence.

Should you require any medical documentation or have further questions, please feel free to reach out to me. Thank you for your understanding and support during this difficult time.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]