

[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 medical leave of absence from work due to personal health issues. My doctor has advised that I take time off to focus on my recovery, and I believe this is necessary for my well-being.

I would like to request leave starting from [Start Date] and anticipate returning on [Return Date]. I will ensure that all my responsibilities are managed before my leave and will be available via email for any urgent matters during my absence.

Thank you for your understanding and support. Please let me know if you require any further information.

Sincerely,

[Your Name]