

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally request a leave of absence due to health issues. My doctor has advised me to take time off to recover properly, and I believe this is in the best interest of my health.

I would like to request leave starting from [start date] to [end date]. During this time, I will ensure that all my responsibilities are managed and that any necessary handover is completed prior to my departure.

Please let me know if you require any additional information or documentation regarding my health condition.

Thank you for your understanding and support.

Sincerely,

[Your Name]