

Medical Leave Request Letter

[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 due to a chronic illness that requires ongoing treatment and management. My healthcare provider has advised that I take time off work to focus on my health and well-being.

I kindly request that my leave begin on [start date] and continue until [end date]. During this time, I will ensure a smooth transition of my work responsibilities and will be available for any urgent matters via email.

Thank you for understanding my situation. I am happy to provide any necessary documentation from my healthcare provider to support my request. I look forward to your response.

Sincerely,

[Your Name]