

Medical Leave Request

Date: [Insert Date]

Dear [Supervisor's Name],

I am writing to formally request medical leave due to a family medical emergency that requires my immediate attention. The situation involves [briefly explain the nature of the emergency, if comfortable].

I anticipate that I will need [insert number of days] days off, starting from [start date] to [end date]. I assure you that I will provide updates as necessary and will do my best to ensure a smooth transition of my responsibilities before my leave begins.

Thank you for your understanding during this difficult time. I look forward to your support.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]