

Medical Leave Request for Therapy Sessions

Date: [Insert Date]

To,

[Manager's Name]

[Company's Name]

[Company's Address]

Dear [Manager's Name],

I am writing to formally request medical leave for therapy sessions that I need to attend. My therapist has recommended a series of sessions to help manage my mental health, which requires my absence from work.

I would like to request leave starting from [Start Date] to [End Date]. I will ensure that all my responsibilities are delegated appropriately and that my team is informed of my absence.

Thank you for your understanding and support regarding this matter. If you need any further information or documentation, please let me know.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]