

# Medical Leave Permission Request

Date: [Insert Date]

To,

[Manager's Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request medical leave due to a necessary long-term treatment that requires my immediate attention. My healthcare provider has advised that I undergo treatment starting on [Start Date] and anticipate that I will need to be away from work for approximately [Duration] weeks.

During my absence, I am committed to ensuring a smooth transition of my responsibilities. I am happy to assist in training a temporary replacement or delegate my tasks to my colleagues to ensure continuity of work.

I have attached the medical certificate from my doctor that outlines my condition and the recommended treatment plan for your reference.

Thank you for considering my request. I appreciate your understanding and support during this time. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]