

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a medical leave of absence due to personal health issues. I have been advised by my healthcare provider to take time off to focus on my recovery.

I would like to request leave starting from [start date] and anticipate returning to work on [return date]. I will ensure that all my responsibilities are covered during my absence and will be available for any urgent matters via email.

Thank you for considering my request. I appreciate your understanding and support during this time.

Sincerely,

[Your Name]