

Medical Leave Request for Preventive Health Procedures

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Manager's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally request a medical leave of absence starting from [start date] to [end date] for preventive health procedures. I have scheduled these procedures as a proactive measure to ensure my well-being and health going forward.

During my absence, I will ensure that all my responsibilities are delegated and that my work is up to date. I will make every effort to minimize any disruption to the team and am happy to assist in transitioning my tasks to a colleague before my leave begins.

I appreciate your understanding and support regarding this matter. If required, I can provide documentation from my healthcare provider regarding the necessity of this leave.

Thank you for considering my request. I look forward to your positive response.

Warm regards,

[Your Name]

[Your Job Title]