

# Medical Leave Request Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally request a medical leave of absence due to a long-term illness that requires ongoing management and treatment. My healthcare provider has advised that I take time off work to focus on my recovery.

Based on my current medical condition, I anticipate needing leave starting from [Start Date] through [End Date]. I will ensure that all my responsibilities are documented and will work closely with my team to facilitate a smooth transition during my absence.

I appreciate your understanding and support during this difficult time. Please let me know if any further information or documentation is needed.

Thank you for considering my request.

Sincerely,

[Your Name]