

Medical Leave Request for Preventive Health Check-Up

Date: [Insert Date]

To: [Manager's Name]

Company Name:

Subject: Request for Medical Leave

Dear [Manager's Name],

I am writing to formally request a medical leave of absence on [insert dates] for a scheduled preventive health check-up. This check-up is important for maintaining my overall health and well-being, and I have been advised by my healthcare provider to undergo this procedure.

I aim to ensure that my responsibilities are managed efficiently during my absence. I will make sure that all my duties are up-to-date before my leave, and I am happy to assist in transitioning any urgent matters to a colleague in my absence.

Please let me know if you need any further information or documentation regarding my health check-up. I appreciate your understanding and support in this matter.

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

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]

[Your Employee ID (if applicable)]