

Emergency Medical Leave Request

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Position]

[Institution/Company Name]

[Address]

Dear [Recipient's Name],

I am writing to formally request emergency medical leave due to a health issue that requires immediate attention. I am currently enrolled in [Course/Program Name] and my circumstances necessitate my absence from studies/classes starting [Start Date] to [End Date].

During this time, I will ensure that I remain updated on coursework and will make arrangements to catch up on any missed assignments. I understand the importance of my responsibilities and will do my best to minimize the impact of my absence.

Attached is the medical documentation supporting my request. I appreciate your understanding and support during this challenging time.

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

Sincerely,

[Your Name]

[Your Student ID]

[Your Contact Information]