[Your Name]
[Your Job Title]
[Your Employee ID Number]

[Date]

[Manager's Name]
[Company Name]
[Department]

Subject: Request for Short-Term Medical Leave of Absence

Dear [Manager's Name],

I am writing to formally request a short-term medical leave of absence starting on [Start Date] and ending on [End Date]. I expect to return to work on [Return Date].

This leave is necessary due to a medical matter that requires my immediate attention. I have attached the required medical documentation from my healthcare provider to support this request.

Before my leave begins, I will ensure that my current tasks are updated and that [Colleague's Name] is briefed on any urgent matters. I will also make sure all my files are accessible to the team.

Thank you for your understanding and support during this time. Please let me know if there are any additional forms or procedures I need to complete.

Sincerely,

[Your Signature]
[Your Printed Name]