

**To:** [Manager's Name]

**From:** [Your Name]

**Date:** [Current Date]

**Subject:** Urgent Request for Medical Leave of Absence

Dear [Manager's Name],

Please accept this letter as a formal request for an urgent medical leave of absence starting [Start Date]. Due to unexpected health reasons, I am unable to perform my duties at this time. I anticipate being away until approximately [Expected Return Date].

I understand the short notice and will do my best to provide a medical certificate from my healthcare provider as soon as possible. During my absence, I suggest that [Colleague's Name] handles my urgent tasks regarding [Current Project/Task].

I intend to keep you updated on my status and will provide confirmation of my return date as it becomes clear. Thank you for your understanding and support during this time.

Sincerely,

[Your Name]

[Your Job Title]

[Your Employee ID]