

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

[Date]

[Manager's Name]  
[Company Name]

Subject: Request for Bone Marrow Donation Leave

Dear [Manager's Name],

I am writing to formally request a medical leave of absence to serve as a bone marrow donor. I have been identified as a match for a patient in need and have committed to undergoing the donation procedure.

I anticipate that my leave will begin on [Start Date] and I expect to return to work on [Return Date]. This timeframe includes the medical procedure and the necessary recovery period as recommended by my healthcare provider.

I have attached the medical certification confirming my status as a donor and the required duration of the absence. I am happy to discuss how my current tasks can be managed or transitioned to other team members during my time away.

Thank you for your support regarding this lifesaving procedure.

Sincerely,

[Your Signature]  
[Your Printed Name]