TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS: [Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Medical Leave of Absence

Dear Mr. Jimenez,

As you know, I have been ill lately, and my doctor has suggested that I take time off from work to be able to recover completely. I am contacting you to request a medical leave of absence for two weeks, from Aug. 7 to Aug. 21.

Please let me know if there are steps, I need to take to make this official with the HR department.

I will be happy to assist you in arranging for someone to manage my workload while I am away. Thank you for your understanding.

Sincerely,

**[Signature]**

**[Name ]**