

Formal extended sick leave request

Subject: Request for Extended Medical Leave

Dear [Manager/Supervisor Name],

I have been advised by my doctor to take an extended period of rest due to [illness or medical condition]. I kindly request medical leave from [Start Date] to [End Date]. I will submit the required medical documentation for your records.

Thank you for your consideration.

Sincerely,

[Your Name]

[Department/Designation]

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