

Emergency Medical Leave Letter Format

Date: July 19, 2025

To: The HR Department

Subject: Urgent Medical Leave Request

Dear Sir/Madam,

I am writing to inform you that I have been suddenly taken ill and need to take immediate medical leave starting today. I am experiencing [brief condition, e.g., high fever and weakness] and will not be able to attend work.

I request medical leave from July 19 onwards. I will update you on my health and expected return date as soon as possible. Please consider this as my formal leave request.

Thank you for your consideration.

Regards,

[Your Name]

[Designation]

[Phone Number]

