

# Medical Leave Format for Family Member's Illness

Date: July 19, 2025

To: The HR Department

Subject: Request for Leave to Attend Family Medical  
Emergency

Dear Sir/Madam,

I would like to request leave for the next three days as my [relation, e.g., father] has been hospitalized due to a serious medical issue. I need to be with him during this time to support and manage his treatment.

I kindly request leave from July 20 to July 22, 2025. I hope for your kind understanding in this situation.

Thank you for your support.

Best regards,  
[Your Name]  
[Department]

