Date

Subject: Leave for medical treatment

Dear Sir/Madam,

I am writing to inform you that I have been ill for a very long time. I have [enter medial issue]. My treatment has been going on for the past two years; however, my situation is worsening without rest. The doctor has advised me to take complete best rest for at least five weeks. I understand that I have exhausted my paid medical leaves. Therefore, I am writing to request an extended medical leave for five weeks starting [enter date].

I hope to feel better after rest and physiotherapy. Look forward to your understanding.

Regards,

Bill Watson.