Date

Subject: Sick leave for one week

Dear Sir/Madam,

I am writing to request medical leave for one week. I have a surgery scheduled on [enter date]. I have been advised to admit myself in the hospital a day earlier and will be under observation for two days after surgery. I will still need a few days to recover, therefore I am requesting for one week’s medical leave. I hope to be back to work from [enter date].

Kindly, approve my medical leave. Thanks for your cooperation.

Regards,

Bill Watson.