

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Supervisor's Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Supervisor's Name],

I hope this message finds you well. I am writing to formally request an extension of my child care leave, which is set to end on [original end date].

Due to [brief explanation of the reason for the extension, e.g., unforeseen circumstances, health issues, or additional responsibilities], I believe it would be in the best interest of my family to extend my leave until [proposed new end date].

I am committed to ensuring a smooth transition during my absence and will do my best to hand over my responsibilities appropriately. Please let me know if we can discuss this further.

Thank you for considering my request. I look forward to your understanding and support.

Sincerely,

[Your Name]
[Your Job Title]