

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title/Position]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Application for Leave Extension

I hope this message finds you well. I am writing to formally request an extension of my current leave, which is due to [briefly explain reason, e.g., personal health issues, family matters, etc.].

My original leave commenced on [start date] and is scheduled to conclude on [original end date]. However, due to [specific reason for extension], I kindly request that my leave be extended until [new end date].

I understand the importance of maintaining workflow and assure you that I am taking all necessary steps to minimize any disruption during my absence. I am happy to assist in transitioning my responsibilities or training a temporary replacement if required.

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

Sincerely,

[Your Name]
[Your Job Title]