

[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]