

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Manager's Name]  
[Company's Name]  
[Company's Address]  
[City, State, ZIP Code]

Dear [Manager's Name],

Subject: Request for Leave Extension

I hope this message finds you well. I am writing to formally request an extension of my leave of absence, which is set to conclude on [original return date]. Due to [brief explanation of reason for extension], I kindly request an additional [number of days/weeks] off, with a proposed return date of [new return date].

I understand the impact of my extended absence on the team and will ensure a smooth transition by [mention any handover plans or responsibilities]. I appreciate your understanding and support regarding my situation.

Thank you for considering my request. I look forward to your favorable response.

Best regards,

[Your Name]  
[Your Job Title]  
[Employee ID (if applicable)]