

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Supervisor's Name]
[Company's Name]
[Company's 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 leave of absence from [original leave start date] to [requested extended end date].

The reason for my request is [briefly explain the reason for extended leave, e.g., personal health issues, family matters, etc.]. I have prioritized my responsibilities at work and ensured that my projects are on schedule, with [mention any arrangements made, e.g., delegating tasks, training colleagues, etc.].

I understand the importance of my role in the team, and I am committed to ensuring a smooth transition during my absence. I will remain available to respond to urgent concerns via email or phone and will provide any necessary updates on my progress.

I appreciate your understanding and support during this time. Please let me know if there is any additional information you need or if there are forms I should complete to facilitate this request.

Thank you for considering my situation. I look forward to your positive response.

Warm regards,

[Your Name]
[Your Job Title]