

[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 Extension of Leave Period

I hope this message finds you well. I am writing to formally request an extension of my current leave period. As you are aware, I am currently on leave due to [briefly explain reason for leave, e.g., medical reasons, family issues, etc.], which was initially scheduled to end on [original return date].

However, due to [explain the reason for the extension in detail, highlighting any specifics that warrant the additional time off], I believe it is necessary for me to extend my leave until [new proposed return date].

I understand the potential impact my absence may have on the team and the organization, and I assure you that I am committed to ensuring a smooth transition upon my return. I will remain available via email or phone for any urgent matters during my leave.

I appreciate your understanding and support regarding my situation. Please let me know if you require any additional information or documentation.

Thank you very much for considering my request.

Sincerely,
[Your Name]
[Your Job Title]