

[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],

I hope this message finds you well. I am writing to formally request an extension of my leave, originally scheduled to end on [original end date]. Due to [brief explanation of the reason, e.g., personal health issues, family matters], I find myself needing additional time to [explain necessity briefly, e.g., recover, attend to responsibilities]. I kindly request an extension of my leave until [new proposed end date]. I believe this additional time will enable me to fully address my situation and return to work with renewed focus and energy.

I appreciate your understanding and support. Please let me know if we need to discuss this further, or if you require any additional information.

Thank you for considering my request.

Sincerely,

[Your Name]
[Your Job Title]