

[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, originally scheduled to end on [original end date]. Due to [brief reason for extension, e.g., medical recovery, family emergency], I kindly ask for an additional [number of days/weeks] off. I appreciate the understanding and support I have received during this time and assure you that I remain committed to my responsibilities. I will ensure a smooth transition and keep my team informed.

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

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Job Title]