

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

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Request for Extension of Leave

I hope this message finds you well. I am writing to formally request an extension of my current leave of absence, which is scheduled to end on [original end date]. Due to [brief explanation of reason for extension], I am unable to return to work as planned.

I would like to request an extension of my leave until [proposed new end date]. I assure you that I will remain committed to my responsibilities and will ensure a smooth transition upon my return.

Thank you for considering my request. I look forward to your understanding and support in this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]

[Your Job Title]