

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

[Recipient's Name]  
[Recipient's Position]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Leave Extension Application

I hope this message finds you well. I am writing to formally request an extension of my leave of absence which is currently scheduled to end on [original end date]. Due to [brief explanation of your reason, e.g., health issues, family matters], I find that I am unable to return to work as anticipated.

I would like to request an extension of my leave until [new requested end date]. I assure you that I will make every effort to ensure a smooth transition upon my return.

Thank you for considering my request. I appreciate your understanding and support.

Sincerely,

[Your Name]  
[Your Job Title]