

[Your Name]  
[Your Position]  
[Your Department]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Manager's Name]  
[Manager's Position]  
[Company Name]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request an extension of my leave of absence, originally scheduled to end on [original end date]. Due to [reason for extension, e.g., personal health issues, family obligations], I would like to extend my leave until [new proposed end date].

I understand the impact this may have on the team, and I am committed to ensuring a smooth transition during my absence. I am happy to assist in any way to prepare for my extended leave, including [mention any arrangements you can help with, e.g., training a colleague, completing urgent tasks].

Thank you for considering my request. I appreciate your understanding and support. Please let me know if we can discuss this further or if any additional information is needed.

Sincerely,

[Your Name]  
[Your Job Title]