

[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 of absence, originally scheduled to end on [original end date]. Due to [briefly explain reason for extension, e.g., personal circumstances, medical reasons], I would like to extend my leave until [new desired end date].

I understand the importance of my responsibilities at [Company's Name] and assure you that I am taking the necessary steps to ensure a smooth transition and to minimize any disruption to the team. I appreciate your support and understanding in this matter.

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

Sincerely,

[Your Name]  
[Your Job Title]