

[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],

I hope this message finds you well. I am writing to formally request an extension of my leave of absence due to [brief explanation of the reason, e.g., medical issues, personal matters]. My current leave is scheduled to end on [original return date], but I would like to extend it until [new proposed return date].

I understand the importance of my responsibilities at [Company's Name] and have taken steps to ensure a smooth transition during my absence. [Optionally include any relevant details about how your work is managed in your absence].

Thank you for your understanding and support regarding this matter. I appreciate your consideration of my request and look forward to your favorable reply.

Sincerely,

[Your Name]
[Your Job Title]