

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

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request an extension of my leave of absence due to [brief reason for leave extension].

My current leave is set to conclude on [original end date], but I would greatly appreciate it if you could extend my leave until [new requested end date]. I believe this additional time will allow me to [reason why the extension is necessary].

I understand the importance of my responsibilities and am committed to ensuring a smooth transition during my absence. I will make sure that all tasks are aligned and any outstanding issues are addressed before my extended leave.

Thank you for considering my request. I look forward to your understanding and support. Please let me know if you need any further information.

Warm regards,

[Your Name]
[Your Job Title]