

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Manager's Name]  
[Company Name]  
[Company 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 current leave of absence, which is set to expire on [original end date]. Due to [brief explanation of the reason for the extension request], I feel it is necessary to extend my leave until [new requested end date].

I appreciate your understanding and support during this time. Please let me know if you need any additional information or documentation.

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

Sincerely,

[Your Name]  
[Your Job Title]