

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

[Recipient Name]
[Recipient's Position]
[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 extended leave, e.g., personal health issues, family matters].

Initially, my leave was scheduled to end on [original return date], but due to [specific reason], I would like to extend it until [new requested return date].

I appreciate your understanding and support regarding this matter. Please let me know if you need any further information or documentation.

Thank you for considering my request.

Sincerely,

[Your Name]

[Your Job Title] (if applicable)