

[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 current leave, which is set to expire on [current end date]. Due to [brief explanation of reason, e.g., medical reasons, family obligations], I would need to extend my leave until [new end date].

I understand the importance of my role and assure you that I am committed to ensuring a smooth transition during my absence. I appreciate your understanding and support regarding this matter.

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

Sincerely,

[Your Name]

[Your Job Title]