

[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 personal leave, which is currently set to expire on [original end date].

Due to [brief explanation of the reason for the leave extension], I find that I will need additional time to ensure that I can return to work fully prepared and able to perform my duties effectively. I would like to request an extension of my leave until [new proposed end date].

I greatly appreciate your understanding and support during this time. I will ensure that all my responsibilities are covered and that there is minimal disruption to the team.

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

Sincerely,

[Your Name]
[Your Job Title]
[Your Department]