

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

[Recipient's Name]  
[Recipient's Title]  
[Company's Name]

[Company's Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Notice Period Extension Appeal

I hope this message finds you well. I am writing to formally request an extension to my notice period originally set to end on [Original End Date]. Due to [brief explanation of the reason for extension, e.g., unforeseen circumstances, need for additional time to complete projects], I kindly seek your consideration for an extension of [number of weeks/days required].

I appreciate your understanding and support, and I assure you that I remain committed to ensuring a smooth transition during this period. Thank you for considering my request. I look forward to your favorable response.

Sincerely,

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