

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

[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an extension of my leave of absence originally scheduled from [start date] to [end date]. Due to [brief explanation of the reason for extension], I kindly ask to extend my leave until [new requested end date].

I have ensured that all my responsibilities during my absence are being managed and will continue to keep the team updated to minimize any disruptions. I appreciate your understanding and support in this matter. Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]
[Your Job Title]