

Professional Leave Extension Letter

Subject: Request for Extension of Leave

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request an extension of my current leave, which is due to end on [original end date]. Due to [reason: medical, personal, family obligations], I kindly request an additional [number of days/weeks] until [new end date].

I apologize for any inconvenience this may cause and assure you that I am making arrangements to ensure my responsibilities are covered during my extended absence. I will remain reachable for any urgent matters.

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

Sincerely,

[Your Name]

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