

Heartfelt Leave Extension Letter

Subject: Request for Extended Leave

Dear [Supervisor's Name],

I hope you are doing well. I am compelled to request an extension of my leave due to unforeseen personal circumstances that require my immediate attention. I would be grateful if my leave could be extended until [new end date].

I deeply appreciate your understanding and support during this difficult time. Your consideration would mean a great deal to me and my family.

Warm regards,

[Your Name]

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