

Formal Leave Extension Request Letter

Subject: Request for Extension of Leave

Dear [Manager's Name],

I hope this message finds you well. I am writing to request an extension of my current leave, which was originally scheduled to end on [original end date]. Due to unforeseen personal circumstances, I kindly request an additional [number of days] of leave until [new end date].

I have ensured that all my pending work is either completed or delegated to my colleagues to avoid disruption. I apologize for any inconvenience this may cause and sincerely appreciate your understanding and consideration.

Thank you for your attention to this matter.

Best regards,

[Your Name]

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