

Casual Personal Leave Extension Letter

Subject: Request to Extend Leave

Hi [Manager's Name],

I hope you're doing well. I wanted to ask if it would be possible to extend my leave by [number of days], as I need some extra time to handle personal matters. My current leave ends on [original end date].

I've arranged for all my responsibilities to be covered during my absence. I really appreciate your understanding and hope this request can be accommodated.

Thanks a lot!

[Your Name]

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