

Emergency Leave Extension Letter

Subject: Urgent Request for Leave Extension

Dear [Manager's Name],

I am writing to request an urgent extension of my leave due to unforeseen family circumstances. I originally planned to return on [original end date], but I will need to extend my leave until [new end date].

I apologize for the short notice and will ensure that my tasks are delegated or postponed appropriately. I hope for your understanding during this difficult time.

Thank you for your consideration.

Kind regards,

[Your Name]

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