

Extended Vacation Leave Request Letter

Subject: Request for Extension of Vacation Leave

Dear [Manager's Name],

I hope this message finds you well. I am currently on vacation leave and would like to request an extension of [number of days] due to travel-related delays and personal plans. My leave was originally set to end on [original end date].

I have coordinated with my team to ensure ongoing projects are managed in my absence. I greatly appreciate your understanding and consideration of this extension request.

Best regards,

[Your Name]

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