

[Your Name]
[Your Job Title]
[Your Employee ID]

[Date]

[Manager's Name]
[Manager's Title]
[Company Name]

Subject: Extension Request for Family Emergency Leave of Absence

Dear [Manager's Name],

I am writing to formally request an extension of my current family emergency leave of absence, which was originally scheduled to end on [Original Return Date].

Due to ongoing and unforeseen circumstances regarding my family situation, I require additional time to manage these responsibilities. I am requesting to extend my leave until [New Proposed Return Date].

I understand the impact my absence may have on the team. I am happy to discuss how my current tasks are being handled or provide any necessary updates to ensure a smooth transition during this extended period.

Thank you for your continued understanding and support during this difficult time. I have attached [mention any supporting documentation, if applicable] for your records. I look forward to your response regarding this request.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Phone Number]
[Your Email Address]