

[Your Name]
[Your Employee/Student ID]
[Your Phone Number]
[Your Email Address]

[Date]

[Recipient Name]
[Recipient Title]
[Department/Organization Name]
[Address]

Subject: Request for Extension of Educational Leave of Absence

Dear [Recipient Name],

I am writing to formally request an extension of my current educational leave of absence, which was originally approved from [Original Start Date] to [Original End Date]. I would like to request that my leave be extended until [New Proposed End Date].

The reason for this extension request is [briefly explain reason, e.g., an unexpected change in the academic curriculum, the need to complete a specific research project, or a delay in the thesis defense schedule]. I believe this additional time is necessary for me to successfully complete my studies and obtain my [Degree/Certification Name].

During this extended period, I intend to [briefly mention key milestones or goals]. I remain committed to returning to my position at [Organization Name] and applying the advanced skills and knowledge I have gained.

Attached to this letter, please find [mention any supporting documents, such as an updated enrollment verification or a letter from your academic advisor].

Thank you for your time and for considering my request for an extension. I look forward to your positive response.

Sincerely,

[Your Signature]

[Your Printed Name]