

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

[Date]

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

Subject: Request for Extension of Personal Leave of Absence

Dear [Manager's Name],

I am writing to formally request an extension of my current personal leave of absence, which was originally scheduled to end on [Original Return Date]. Due to [brief reason: e.g., ongoing personal matters / unforeseen circumstances], I would like to request to extend my leave until [New Proposed Return Date].

I understand the impact my absence may have on the team. During this extended period, I will remain committed to [mention any handover tasks or availability for urgent questions if applicable]. I plan to return to my full duties on [New Proposed Return Date] and will ensure a smooth transition back into my role.

I have attached [mention any supporting documentation, if required] for your review. Thank you for your understanding and for considering my request for additional time.

I look forward to your response regarding this extension.

Sincerely,

[Your Signature]

[Your Printed Name]