

Letter of Appeal for Extended Leave of Absence

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request an extension of my leave of absence, currently set to end on [Original End Date], due to significant life changes that require my attention.

Since my initial leave, I have undergone [briefly describe the life changes, e.g., family matters, health issues, etc.]. These changes have necessitated more time away from work to ensure that I can return in the best possible state to contribute effectively to our team.

Therefore, I kindly request an extension of my leave until [Requested End Date]. I believe this additional time will allow me to fully address these matters and rejoin the team with renewed focus and commitment.

Thank you for considering my request. I appreciate your understanding and support during this challenging time. I look forward to your favorable response.

Sincerely,

[Your Name]

[Your Job Title]