

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

Manager's Name  
Company Name  
Company Address  
City, State, Zip Code

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request an extension of my vacation, originally scheduled from [Start Date] to [Original End Date], due to [brief reason for the extension request]. I would like to extend my time off until [New End Date].

I understand that my absence may require adjustments to the team's workload, and I am committed to ensuring a smooth transition. I am more than willing to assist in any way possible to prepare for my extended time away, including [mention any specific plan, like completing tasks or training a colleague].

Thank you for considering my request. I look forward to your understanding and support. Please let me know if we can arrange a time to discuss this matter further.

Sincerely,  
[Your Name]