

Request for Vacation Extension

Date: [Insert Date]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request an extension of my current vacation, which is scheduled to end on [original end date]. Due to unforeseen circumstances, I find myself in need of additional time away from work.

Specifically, [briefly explain the reason for the extension, e.g., family emergency, personal matters]. I genuinely believe that this additional time will allow me to return to work refreshed and fully focused.

I am requesting an extension of [number of days/weeks] and would plan to return on [new proposed return date]. I will ensure that all my responsibilities are managed in my absence. I am happy to assist in any way to make this transition smooth.

Thank you very much for considering my request. I sincerely appreciate your understanding and support in this matter. Please let me know if we could discuss this at your earliest convenience.

Warm regards,

[Your Name]

[Your Position]

[Your Contact Information]