

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]

[Manager's Name]
[Company's Name]
[Company's 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 upcoming vacation, originally scheduled from [start date] to [original end date]. Due to [brief reason for the extension, e.g., unforeseen circumstances], I would greatly appreciate the opportunity to extend my time off until [new end date].

I understand that this request may cause some disruption and I am more than willing to assist in any way to ensure a smooth transition during my absence. I can provide coverage for my responsibilities before my departure and will ensure all my tasks are up to date.

Thank you for considering my request. I look forward to your understanding and support. Please let me know if you would like to discuss this matter further.

Sincerely,
[Your Name]
[Your Job Title]