

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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 vacation that is currently scheduled from [original start date] to [original end date]. Due to [brief reason for extension request, e.g., personal circumstances, travel delays, etc.], I would like to extend my time off until [new proposed end date].

I understand the importance of my responsibilities at [Company's Name] and will ensure that all my duties are managed before my extended leave. I am happy to discuss how we can best handle my workload during my absence.

Thank you for considering my request. I look forward to your understanding and would appreciate your response at your earliest convenience.

Sincerely,

[Your Name]