

# Vacation Extension Request

[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 current vacation, which is scheduled to end on [original end date]. Due to [brief reason for extension, e.g., unexpected circumstances, family obligation], I would like to extend my vacation until [new requested end date].

I understand that this is short notice, and I apologize for any inconvenience this may cause. I assure you that I will ensure a smooth handover of my responsibilities before my extended leave.

Thank you for considering my request. I look forward to your understanding and support.

Sincerely,

[Your Name]