

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to urgently request an extension of my vacation leave originally scheduled from [original start date] to [original end date]. Due to [brief explanation of reasons, e.g., a family emergency, unforeseen circumstances], I am unable to return on the planned date and would like to request an extension until [new end date].

I understand the importance of my responsibilities at work, and I assure you that I will take necessary steps to ensure a smooth transition during my absence. I am happy to assist in preparing my workload for my extended leave.

Thank you very much for considering my request. I appreciate your understanding and support during this time. I look forward to your favorable response.

Sincerely,

[Your Name]

[Your Job Title]