

# Vacation Extension Appeal Letter

[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 upcoming vacation originally scheduled from [start date] to [end date]. Due to personal reasons that have arisen, I would greatly appreciate your consideration in allowing me to extend my time off until [new end date].

I understand that this may cause inconvenience, and I assure you that I am committed to ensuring a smooth transition of my responsibilities beforehand. I will make certain that all my duties are covered during my absence and will facilitate handover meetings with my team.

Thank you for considering my request. Please let me know if you need any additional information or would like to discuss this matter further.

Warm regards,

[Your Name]  
[Your Job Title]