

Vacation Extension Request

Date: [Insert Date]

To: [Manager's Name]

[Company Name]

[Company Address]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request an extension of my current vacation due to unforeseen circumstances. [Briefly explain the circumstances, e.g., "I have encountered a family emergency that requires my immediate attention and presence."]

I was originally scheduled to return on [original return date], but I kindly request an extension until [new return date]. I understand the importance of my responsibilities at work and assure you that I will ensure a smooth transition of my tasks during my absence.

I would greatly appreciate your understanding and support in this matter. Please let me know if we can discuss this further. Thank you for considering my request.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]