

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Manager's Name
Company Name
Company 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 due to health reasons. As you are aware, I have been experiencing some health issues that require additional time for recovery.

Originally, my vacation was scheduled to end on [original end date]. However, I kindly ask for an extension until [new proposed end date] to ensure that I can return to work at my full capacity.

I appreciate your understanding regarding this matter and am more than willing to discuss this at your earliest convenience. Thank you for considering my request.

Sincerely,
[Your Name]