

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 medical leave which is currently set to end on [original end date]. Due to unforeseen circumstances related to my health, I am unable to return to work as planned.

As per my doctor's recommendation, I would like to extend my leave until [new requested end date]. I have attached the necessary medical documentation to support my request.

I apologize for any inconvenience this may cause and appreciate your understanding during this difficult time. Please let me know if you require any further information.

Thank you for your support.

Sincerely,

[Your Name]