

Request for Medical Leave Extension

Date: [Insert Date]

To,

[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 due to complications in my health. As previously communicated, I have been undergoing treatment for [briefly describe condition], and unfortunately, I am still experiencing difficulties that require additional time for recovery.

My current leave was set to end on [original end date], but I would like to request an extension until [new requested end date]. I have attached the necessary medical documentation from my healthcare provider to support this request.

I understand the importance of my responsibilities at [Company's Name] and I assure you that I am committed to returning to work as soon as my health permits. Thank you for your understanding and support during this difficult time.

Please let me know if you need any further information or documentation. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]