

Medical Leave Extension Request

Date: [Insert Date]

To,
[Manager's Name]
[Company's Name]
[Company's Address]

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 ongoing health issues. My current leave is set to end on [Original End Date], but after consulting with my healthcare provider, I have been advised to continue my treatment and recovery.

I greatly appreciate your support during this challenging time. I anticipate needing an additional [number of weeks/days] for recovery, and I plan to return to work on [Proposed Return Date].

Thank you for considering my request. I am happy to provide any necessary medical documentation and keep you updated on my progress.

Sincerely,
[Your Name]
[Your Job Title]
[Your Contact Information]