

Request for Additional Medical Leave

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 my ongoing recovery process. As you are aware, I have been on leave since [insert start date] following [brief description of the medical condition].

Although I have made some progress, my healthcare provider has advised that I require additional time to fully recuperate and return to work without compromising my health. Therefore, I am requesting an extension of my leave until [insert requested end date].

I understand the importance of my role and am committed to ensuring a smooth transition during my absence. I will be available to assist with any urgent matters via email and will provide updates on my recovery process.

Thank you for your understanding and support. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]