

Request for Medical Leave Extension

Date: [Insert Date]

To,

[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 medical leave based on my doctor's advice. My current leave is set to end on [Current End Date], however, my doctor has recommended that I extend my time off to aid in my recovery.

As per my doctor's evaluation, I require additional time to ensure a full recovery, which I believe is crucial for me to return to work at my best capacity. I have attached the medical certificate from my doctor for your reference.

Therefore, I kindly request an extension of my medical leave until [New Proposed End Date]. I assure you that I will keep you updated on my progress and provide any further documentation if needed.

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]