

[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 inquire about the possibility of extending my annual leave that is scheduled to end on [original end date]. Due to [reason for extension], I would greatly appreciate the opportunity to extend my leave until [new requested end date].

I understand the need for adequate staffing and will ensure that all my responsibilities are managed in my absence. I am happy to assist in the transition or provide any necessary information during this period.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]