

Subject: Appeal for Extended Family Leave

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally appeal for an extension of my family leave initially granted from [start date] to [original end date]. Due to [reason for appeal, i.e., unforeseen circumstances or worsening family situation], I am in need of additional time to support my family.

During my time away, I have ensured that my responsibilities are managed, and I have coordinated with [Colleague's Name] to handle urgent matters in my absence. I appreciate the understanding and support I have received thus far and wish to continue fulfilling my family obligations without compromising my professional commitments.

I kindly request an extension until [new proposed end date] and am open to discussing any necessary arrangements to ensure a smooth workflow during this period.

Thank you for considering my request. I look forward to your understanding and support.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]