

Letter of Clarification on Family Leave Extension Request

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Clarification on Family Leave Extension Request

Dear [Manager's Name],

I hope this message finds you well. I am writing to clarify my recent request for an extension of my family leave. As you know, I initially requested leave due to [briefly explain reason, e.g., a family member's medical condition].

In my previous communication dated [insert date], I mentioned the need for additional time to support my family during this challenging period. I would like to specify that I am requesting an extension of [insert duration of the extension, e.g., two weeks] starting from [insert start date].

Should you require any further documentation or have any questions regarding my request, please feel free to reach out. I appreciate your understanding and support during this time.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]