

Family Leave Extension Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally request an extension of my family leave, which is set to expire on [insert original end date]. Due to [briefly explain reason, e.g., a medical concern, caregiving responsibilities], I need additional time to ensure my family's well-being.

I kindly request that my leave be extended until [insert new desired end date]. I appreciate your understanding and support during this time.

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

Sincerely,

[Your Name]