

Formal Application for Family Leave Extension

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request an extension of my family leave initially granted on [original leave start date], due to [brief explanation of the reason for extension]. My current leave is set to end on [original return date], and I am requesting to extend my leave until [new proposed return date].

This additional time will greatly assist me in managing my situation, and I appreciate your understanding and consideration. I have attached any necessary documentation to support my request and am willing to provide further information if required.

Thank you for your attention to this matter. I look forward to your positive response.

Sincerely,

[Your Name]