

Request for Family Leave Extension

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title/Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an extension of my family leave, which is currently set to expire on [original end date]. Due to [brief explanation of the situation requiring the extension], I would like to extend my leave until [requested new end date].

I appreciate the support I have received during my time away, and I assure you that my team will continue to manage my responsibilities in my absence. I am committed to ensuring a smooth transition back to work once my situation has stabilized.

Thank you very much for considering my request. I am happy to provide any further information or documentation needed to facilitate this process. I look forward to your favorable response.

Sincerely,

[Your Name]