

Dear [Supervisor'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 end on [original end date]. Due to [briefly explain reason--e.g., the ongoing medical needs of my family member], I would like to extend my leave until [new requested end date].

I understand the importance of my responsibilities at [Company Name] and assure you that I am committed to ensuring a smooth transition during my absence. If approved, I will make arrangements to manage my work responsibilities and keep my team informed.

Thank you for considering my request. I appreciate your understanding and support during this time. Please let me know if you need any further information or documentation.

Sincerely,
[Your Name]
[Your Job Title]
[Your Contact Information]