

Request for Sabbatical Leave Extension

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Recipient Name

Recipient's Position

Company/Institution Name

Company/Institution 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 sabbatical leave, which was originally set to conclude on [original end date]. Due to [briefly explain reason for extension], I would like to request an additional [number of months/weeks] to further pursue my goals.

I have found my time away to be incredibly beneficial for both my personal and professional development, and I believe that an extension will allow me to [additional reasons for requesting extension].

I appreciate your consideration of my request and am happy to discuss this matter further at your earliest convenience. Thank you for your understanding and support.

Sincerely,

Your Name