

# Letter of Appeal for Extended Unpaid Leave

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Manager's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally appeal for an extended unpaid leave of absence from my position at [Company's Name]. Due to [brief explanation of the reason, e.g., personal circumstances, health issues, family obligations], I find that I need additional time away from work to address these matters.

I have already utilized my available leave entitlements and am seeking your understanding and support for an unpaid leave from [start date] to [end date]. I assure you that during my absence, I will ensure a smooth transition of my responsibilities to [Colleague's Name or 'a designated colleague'], who will manage my workload in my absence.

I appreciate your consideration of my request and I'm hopeful for a favorable response. Thank you for your understanding and support during this time.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Position]