

To: [Manager's Name]

From: [Your Name]

Date: [Current Date]

Subject: Request for Extension of Medical Leave

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request an extension of my medical leave due to [brief explanation of medical condition, if comfortable]. My current leave is set to end on [original return date], but my doctor has advised that I require additional time to recover.

Therefore, I would like to request an extension of my leave until [new requested return date]. I have attached my medical documentation for your reference.

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

Thank you for considering my request.

Sincerely,
[Your Name]
[Your Position]
[Your Contact Information]