

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Supervisor's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Supervisor's Name],

I hope this message finds you well. I am writing to formally request an extension of my medical leave due to my ongoing recovery from [specific illness or condition]. My current leave is set to end on [original return date], but my doctor has advised that I will need additional time to fully recover.

It is recommended that I extend my leave until [requested return date]. During this time, I will continue to focus on my recovery.

I understand the impact that my absence may have on our team, and I appreciate your understanding and support during this time. I will ensure to keep you updated on my progress and am more than willing to assist in transitioning my responsibilities to a colleague during my extended leave.

Thank you for considering my request. I look forward to your understanding and support.

Sincerely,

[Your Name]

[Your Job Title]