

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request an extension of my medical leave of absence due to [briefly explain the reason, if comfortable]. My current leave is set to end on [original end date], but after consulting with my healthcare provider, I have been advised to extend my leave until [new requested end date].

During my time away, I have ensured that my responsibilities are delegated accordingly and my team is supported. I will be available for any urgent matters via email, if necessary.

Please let me know if you require any documentation from my healthcare provider regarding this request. I appreciate your understanding and support during this time.

Thank you for considering my request. I look forward to your response.

Sincerely,

[Your Name]