

Subject: Urgent Inquiry Regarding Medical Leave Extension

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally inquire about the possibility of extending my medical leave that was initially granted due to [briefly describe medical condition, e.g., surgery, illness]. My current leave is set to expire on [expiry date], but I have not yet fully recovered.

Given my ongoing health issues and the recommendation from my healthcare provider, I believe it is in my best interest to extend my leave until [proposed new date]. I have attached the necessary medical documentation for your review.

Please let me know if there are any forms or additional information you require to process this request. I appreciate your understanding and support during this difficult time.

Thank you for your attention to this matter. I look forward to your prompt response.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]