

# Extended Leave Request

Date: [Insert Date]

To,

[Manager's Name]  
[Company's Name]  
[Company's Address]

Dear [Manager's Name],

I am writing to formally request an extended leave of absence due to personal reasons. I would like to take leave starting from [start date] and returning on [end date].

During this period, I will ensure a smooth transition of my responsibilities and will be available to assist with any queries via email. I will make sure that my pending tasks are completed before my leave begins.

I appreciate your understanding and support in this matter. Please let me know if you need any further information or if we can discuss this at your earliest convenience.

Thank you for considering my request.

Sincerely,  
[Your Name]  
[Your Job Title]  
[Your Contact Information]