

Request for Leave Extension

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To: [Drama Society Name]

[Society's Address]

[City, State, Zip Code]

Dear [Drama Society Coordinator's Name],

I hope this message finds you well. I am writing to formally request an extension of my leave from the drama society due to [reason for leave, e.g., personal circumstances, health issues, etc.]. My current leave is set to end on [current leave end date], but I would like to request an extension until [new proposed end date].

I have greatly enjoyed being a part of the society and appreciate your understanding of my situation. I am committed to returning to my responsibilities as soon as I am able.

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

Best regards,

[Your Name]