

Formal Letter for Requesting Extension of Leave Period with Supporting Documents

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title/Position]
[Company/Organization Name]
[Office Address]
[City, State, ZIP Code]

Subject: Request for Extension of Leave Period with Supporting Documents

Dear [Recipient's Name],

I am writing to formally request an extension of my current approved leave, which was granted from [Original Start Date] to [Original End Date], due to [briefly state reason: e.g., ongoing medical treatment/personal emergency/family matters]. I am required to extend my leave until [New Requested End Date].

The reason for this additional request is [provide a detailed explanation of the circumstances necessitating the extended leave]. I understand the importance of my duties and will ensure all pending work is handed over to [colleague's name/substitute, if applicable] during my absence. I respectfully ask for your consideration and support in this matter.

To support my request, I have attached the following documents for your reference:

- [e.g., Updated medical certificate from my physician]
- [e.g., Hospital discharge summary]
- [e.g., Flight/travel itinerary]
- [other supporting documents, if any]

I appreciate your understanding and consideration of my application for an extension of leave. Please let me know if any further information or documentation is required. I look forward to your positive response.

Thank you for your attention to this matter.

Sincerely,
[Your Name]
[Your Designation/Department, if applicable]