Request to extend leave

Template from our own collection. Replace every [placeholder] with your details; sample names are fictional. This is not legal or professional advice.

Subject: Request to extend leave from [Original End Date] to [New End Date]

Dear [Manager's Name],

My leave from [Original Start Date] to [Original End Date] was approved on [Approval Date]. I am writing to ask for an extension of [Number] more day(s), until [New End Date], because [reason, for example, a family member in hospital is still recovering / my travel plans have been delayed].

I now expect to resume on [New Return Date]. If the company policy requires a supporting document for the extra days, I will share it as soon as I can.

I am sorry for the inconvenience this may cause the team. I can be reached on [Phone] and can help remotely with queries about [Task / Project] if needed. If the extension is not possible in full, please let me know and I will see what I can arrange.

Thank you for your consideration.

Regards,
[Your Name]
[Employee ID / Department]