## **Casual Leave Extension Email**

Subject: Need More Time Off

Hi [Manager's Name],

I hope you're doing well. I wanted to ask if it would be possible to extend my leave until [new end date]. Things have taken a bit longer than expected with [reason], and I would appreciate the extra time.

Thanks a lot for your understanding. Let me know if you need anything from my side.

Cheers,

[Your Name]

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