

Leave Extension Appeal

Subject: Request for Leave Extension

Dear [Supervisor/Manager Name],

I am requesting an extension of my leave from [start date] to [end date] due to [reason]. I have ensured that my responsibilities are delegated appropriately during my absence.

I kindly ask for your understanding and approval for this extension. I appreciate your consideration and look forward to your positive response.

Sincerely,

[Your Name]

[Position/Department]

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