

## Request Letter for Leave Extension

From,  
Dokar Yufuki,  
My Yello Garden Street 402,  
Las Vegas, USA-40090

Date: 4 March 2063

To,  
Piyush Chandra,  
Manak Road, Blue-45/46  
USA - 778890

Dear Piyush

I Dokar working as ----- (mention the job title) would like to bring to your notice about my leave extension. I am on leave from ----- to ----- (mention dates) due to ----- (mention the reason).

Now, I would like to bring to your kind attention that I will not be able to join the office back on ----- (mention the date) because ----- (mention the reason). As this is an unfortunate situation, I have asked ----- (mention the name) to look after my roles and responsibilities in my absence and make sure that work is not affected because of the situation.

Thanking you,

Yours Sincerely,  
Dokar Yufuki