To

[The Recipient Name]  
[Designation]

RE: Urgent request for leave extension for [XYZ]

Dear Ms. Ifra,

This letter is to request to extend my leave. I was examined and my blood sample indicates that the bilirubin pigmentation of my liver is higher than the normal range. Due to this reason, the doctor has advised me complete bed rest for five days. I know this will be inconvenient for you but I request you to extend my leave period for another five days.

I am sorry for the sudden and unexpected change in my leave plan but it was the need of time. I have not recovered completely. During my extended leave period, I will be in touch with the administration for the proper execution of my work plan. I hope you will take into account my request.

Regards.

[Your Name]  
[Designation]

Signature: signature

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_