

# Download Sample Letter For Vacation Extension

Official Letter on Request to extend vacation leave. Date: dd/mm/yy. To. Name.... HR Manager. Company Name and Address. Subject: Request to extend vacation leave  
Extension Request Letter Sample Here is a sample of an extension request letter. It should be sent by certified mail, so the sender has proof of the date it was sent and received. Any enclosures should be copies, and no original documents should be sent. If the extension is granted, a follow up letter of appreciation should be sent immediately.  
Application for Leave Extension Sample. To, ... Hello, can you kindly please help me proof reading my leave extension request letter. ... It is to state that I had taken vacation from the institute and I were bound to come within that timeframe, but somehow I could not get back to work on time. The reason behind this delay is the problem that I ...  
In view of this, I wish to apply for an extension of leave for a period of four week. As I have not availed my annual leave, I would like this extended leave to be considered as the Annual Leave. I request you to kindly extend my leave from 14 th February to 14th March, 2008., Sample Letter For Vacation Extension.

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