

Approval letter for extended leave request

[You're Name]

[Address]

[Letter Date]

[Recipients Name]

[Address]

[Subject: Subject of Letter] -Optional-

Dear (Recipient's Name),

I am writing this letter to you with regard to your application for an extension in leave that I received on [enter date]. The reason for the extension that you mentioned in the letter was [enter reason]. I found your reason convincing since this situation was unexpected for you.

Therefore, your leave has been extended by [enter no. days]. You're expected to be back on work on [enter date].

Hope to see you in office on [enter date]. Take care!

[You're Name]

[Senders Title] -Optional-