

Subject: Request for Extension of One Month

Dear HR,

I hope you are doing well as I write this. I'm writing to politely ask that my current work period be extended by one month, from January 10, 2026, to February 10, 2026. This extra time will enable me to successfully finish my tasks and guarantee a seamless transition or continuation of my work.

I'm sure I can close some promising leads I'm working on and increase sales with this additional month. I'm inspired to make the most of this time and further contribute to the team's accomplishments. I appreciate you looking into my request.

I would be grateful for the chance to talk about this in more detail if necessary.

Kind regards,

LEE JAMES IRWIN B QUEZON

PRODUCT MERCHANDISER

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