

Letter of Petition for Additional Time

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Court or Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally petition for additional time regarding my service trial scheduled for [insert date]. Due to [explain reason for the request], I respectfully request an extension to allow for [specific needs].

My commitment to fulfilling my duties in this trial is paramount, and I believe that with the additional time, I can contribute more effectively to the proceedings.

I appreciate your consideration of my request and am hopeful for a favorable response. Please find attached any supporting documentation as necessary.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]