

# Request for Rental Application Time Extension

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Landlord's Name]

[Property Management Company Name]

[Address]

[City, State, Zip Code]

Dear [Landlord's Name],

I hope this message finds you well. I am writing to formally request an extension for my rental application for the property located at [Property Address]. Due to [briefly explain reason for extension request, e.g., unforeseen circumstances, need for additional documentation], I am unable to complete my application by the original deadline of [insert deadline date].

I kindly ask for an extension until [insert new requested deadline] to ensure I can provide all necessary information for your consideration. I appreciate your understanding and assistance with this matter.

Thank you for your attention to this request. I look forward to your prompt response.

Sincerely,

[Your Name]