

Request for Extension of Tenancy Application

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Landlord's Name]

[Landlord's 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 the tenancy application for the property located at [Property Address]. Due to [briefly explain reason, e.g., unforeseen circumstances, delays in paperwork], I am unable to complete the application within the original timeframe.

I kindly ask for an extension of [number of days/weeks] to allow me to gather the necessary documentation and finalize my application. I believe this additional time will enable me to present a complete application for your consideration.

Thank you very much for your understanding. I look forward to your positive response.

Sincerely,

[Your Name]