

# Formal Request for Rental Application Extension

Date: [Insert Date]

To,  
[Landlord/Property Manager's Name]  
[Property Management Company Name]  
[Address]  
[City, State, Zip Code]

Dear [Landlord/Property Manager'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 [brief explanation of the reason, e.g., unforeseen circumstances, need for additional documentation], I am unable to complete my application by the original deadline of [Original Deadline Date].

I kindly ask for an extension of [number of days/weeks you need] to allow me the necessary time to gather and submit the required documents. I appreciate your understanding and consideration in this matter.

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

Sincerely,  
[Your Name]  
[Your Email Address]  
[Your Phone Number]