

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

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 inquire about the possibility of extending my rental application for the property located at [Property Address]. Due to [brief explanation of your reason, e.g., unforeseen circumstances, personal reasons], I would greatly appreciate the option to extend the application process.

Please let me know if this is possible and if any additional information or documentation is required from my side. Thank you for considering my request. I look forward to your response.

Sincerely,
[Your Name]