

Request for Extension on Rental Application

[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 formally request an extension on my rental application for the property located at [Property Address]. Due to [brief reason for the request, e.g., unforeseen circumstances, needing additional time to gather documentation], I am unable to complete the application by the original deadline of [original deadline date].

I would greatly appreciate your understanding and consideration of an extension until [proposed new deadline date]. This additional time will allow me to ensure that I can provide all required information and complete the application process to the best of my ability.

Thank you for your attention to this matter. I look forward to your response at your earliest convenience.

Sincerely,

[Your Name]