

[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 explanation of the reason for the request, e.g., unforeseen circumstances, delay in documentation], I am unable to complete the application process by the original deadline.

I genuinely appreciate your understanding and consideration of my situation. An extension would greatly assist me in ensuring that I can provide all the necessary information and documentation required for the application. I am committed to maintaining open communication throughout this process and will keep you updated on my progress.

Thank you for your time and consideration. I look forward to your positive response.

Sincerely,
[Your Name]