

Follow-Up Letter for Service Extension Request

Date: [Insert Date]

To: [Recipient's Name]

[Agency's Name]

[Agency's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on my recent request for an extension of services through [specific program or service] that I submitted on [insert submission date]. As I mentioned in my previous communication, [briefly restate your reason for requesting the extension].

As we are approaching the current deadline, I would appreciate any updates on the status of my request. I firmly believe that an extension would greatly benefit my situation by [explain how the extension will help].

Please feel free to contact me at [your phone number] or [your email address] if you need any additional information or documentation regarding my request.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]