

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request an extension on the application deadline for the [Job Title] position at [Company Name] due to recent health-related issues that have impacted my ability to complete the application process in a timely manner.

Despite my enthusiasm for the opportunity and my prior intentions to submit my application on time, unforeseen circumstances have arisen that require my immediate attention and have hindered my progress.

I kindly ask if it would be possible to extend the deadline by [number of days/weeks], as this would allow me the time needed to prepare a thorough application that reflects my qualifications and interest in joining your esteemed team.

Thank you very much for considering my request. I appreciate your understanding and support, and I look forward to your positive response.

Sincerely,

[Your Name]