

Request for Extended Deadline for Job Application

Date: [Insert Date]

To: [Hiring Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I hope this message finds you well. I am writing to kindly request an extension for the deadline regarding my job application for the [Job Title] position at [Company Name].

Due to [brief explanation of the reason, e.g., unforeseen personal circumstances, illness, etc.], I am unable to complete my application to the best of my ability by the current deadline of [insert deadline date]. I truly believe that with a little extra time, I can present my qualifications and experiences effectively.

Therefore, I would greatly appreciate it if you could grant me an extension until [proposed new deadline]. I am very enthusiastic about the opportunity to join your team and contribute to [Company Name].

Thank you for considering my request. I look forward to your understanding and support.

Warm regards,

[Your Name]

[Your Phone Number]

[Your Email Address]