

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Subject: Expression of Interest and Request for Extended Job Application Deadline

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my interest in the [Job Title] position at [Company's Name] as advertised. I am enthusiastic about the opportunity to contribute to your team and believe my skills and experiences align well with the requirements of the role.

However, due to [brief explanation of reason, e.g., unforeseen circumstances], I am requesting an extension on the job application deadline. I want to ensure that I submit my best work and believe that a slight extension would allow me the necessary time to do so.

Thank you for considering my request. I look forward to the opportunity to discuss my application further. Please let me know if there is any further information you need.

Warm regards,

[Your Name]