

[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]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on my previous application for the [Job Title] position at [Company's Name]. I am very enthusiastic about the opportunity to join your team and contribute to [specific project or aspect of the company].

Due to [brief reason for needing an extension, e.g., unforeseen circumstances, personal commitments], I would like to inquire if there is a possibility of extending the application deadline. I want to ensure that I can submit my best work for your consideration.

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

Sincerely,
[Your Name]