

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Company/Organization's Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an extension for submitting my application materials for the [Job Title] position at [Company Name]. Due to [brief explanation of your circumstances, e.g., unforeseen personal issues, health reasons], I am unable to provide my application by the original deadline of [original deadline date].

Given my keen interest in this position and the contributions I believe I can make to your team, I kindly ask for an extension of [number of days/weeks you need] to finalize and submit my application materials.

I appreciate your understanding and consideration of my request. Please let me know if this extension can be granted, or if you have any further questions regarding my situation.

Thank you for your time and consideration.

Sincerely,
[Your Name]