

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[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 inquire about the possibility of an extension for the job application deadline for the [Job Title] position, which is currently set for [Current Deadline Date]. Due to some personal circumstances that have arisen, I am unable to complete my application by the deadline.

I remain very interested in the opportunity to contribute to [Company Name] and would greatly appreciate any consideration you could offer regarding a possible extension. I believe that with a little more time I can submit a stronger application that reflects my true capabilities.

Thank you for considering my request. I look forward to your understanding and hope to hear from you soon.

Sincerely,

[Your Name]