

# Request for Extension on Job Application Deadline

Date: [Insert 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 formally request an extension for the application deadline for the [Job Title] position at [Company Name]. The original deadline is set for [Original Deadline Date].

Unfortunately, due to [briefly explain your reason, e.g., unexpected personal circumstances, or needing more time to prepare a comprehensive application], I am unable to submit my application by the stipulated deadline. I am highly interested in this opportunity and want to ensure that my application reflects my true capabilities and qualifications.

Therefore, I kindly ask if it would be possible to extend the deadline to [Proposed New Deadline Date]. I believe this additional time would allow me to provide the best representation of my skills and experiences.

Thank you for considering my request. I appreciate your understanding and look forward to the possibility of contributing to your team.

Sincerely,

[Your Full Name]

[Your Phone Number]

[Your Email Address]