

Dear [Hiring Manager's Name],

I hope this message finds you well. I am writing to formally request an extension on the deadline for submitting my job application for the [Job Title] position at [Company Name], originally due on [Original Deadline Date].

Due to [brief explanation of your reason, e.g., unforeseen personal circumstances, illness, etc.], I am unable to meet the current deadline. I am very enthusiastic about the opportunity to join your team and want to ensure that my application reflects my best work.

If possible, I kindly ask for an extension of [proposed new deadline] to allow me the necessary time to complete my application. I appreciate your understanding and consideration of my request.

Thank you for your attention to this matter. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Contact Information]

[Your LinkedIn Profile (if applicable)]