

Petition for Job Application Deadline Postponement

Date: [Insert Date]

To: [Recipient's Name]

[Company's Name]

[Company's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a postponement of the application deadline for the [Job Title] position at [Company's Name], currently set for [Original Deadline Date].

Due to unforeseen scheduling conflicts, including [briefly explain the reason, e.g., personal commitments, previous engagements, etc.], I am unable to submit my application by the original deadline. However, I have a strong interest in this position and believe that my background in [Your Field/Expertise] aligns well with the goals of your team.

I would greatly appreciate any consideration you could provide in extending the application deadline to [Proposed New Deadline]. This additional time would allow me to prepare a comprehensive application that reflects my qualifications and enthusiasm for the role.

Thank you for considering my request. I look forward to the possibility of contributing to [Company's Name] and appreciate your understanding.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]