

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an extension on the application deadline for the [Job Title] position that is currently due on [Original Deadline Date]. Due to unforeseen circumstances, I am unable to submit my application by the deadline.

I am very enthusiastic about the opportunity to join [Company's Name] and contribute my skills to your team. However, [briefly explain the circumstances if comfortable, e.g., personal health issue, family emergency].

Would it be possible to extend the application deadline to [Proposed New Deadline]? I would greatly appreciate any consideration you could provide on this matter.

Thank you for your understanding, and I look forward to your response.

Sincerely,

[Your Name]