

Dear [Hiring Manager's Name],

I hope this message finds you well. I am writing to inform you that I am unable to submit my job application for the [Job Title] position at [Company Name] by the original deadline of [Original Deadline Date]. Due to unforeseen personal circumstances, I require additional time to complete my application.

I am very interested in this position and would appreciate any consideration for an extension on the application deadline. I believe that my skills and experiences align well with the needs of your team, and I am eager to demonstrate my qualifications through the application process.

Thank you very much for your understanding. I look forward to your response.

Sincerely,

[Your Name]

[Your Contact Information]