

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Hiring Manager's Name]

[Company's Name]

[Company's 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 my job application for the [Job Title] position at [Company's Name]. I understand that the application deadline is currently set for [Original Deadline], but due to [brief explanation of reason, e.g., unforeseen personal circumstances, illness, etc.], I am unable to submit my application by that date.

I am very enthusiastic about the opportunity to contribute to your team and believe that my skills in [mention relevant skills] would be an excellent match for the role. I would greatly appreciate any consideration you could provide for an extension, allowing me to complete my application and submit it for your review.

Thank you very much for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]