

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[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 kindly request an extension on the recent discount promotion that has unfortunately expired. The promotion, which offered a [specific discount or offer], was immensely appealing, and I was eager to take advantage of it.

Due to [brief reason for not utilizing the offer, e.g., unforeseen circumstances, busy schedule], I was unable to complete my purchase before the deadline. I truly value your products/services and would greatly appreciate your consideration of extending this offer, as I am looking to make a purchase soon.

Thank you for considering my request. I look forward to your favorable response.

Sincerely,

[Your Name]