

Request for Extension on Scholarship Offer

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Scholarship Organization's Name]

[Organization'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 scholarship offer I received for the [Scholarship Name] on [Offer Date]. Due to [brief reason for the delay or need for extension], I was unable to respond within the provided timeframe.

I am very grateful for the opportunity and am eager to accept the scholarship. However, I would greatly appreciate any flexibility you might offer regarding the deadline for acceptance.

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

Sincerely,

[Your Name]