

Request for Extension in Response to Legal Complaint

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally request an extension in response to the legal complaint filed against me on [Date of the complaint]. Due to [briefly outline your reason for requesting an extension, e.g., "personal circumstances," "the need for additional time to gather necessary documents," etc.], I would greatly appreciate your understanding in granting me an extension.

In order to adequately prepare my response, I respectfully ask for an extension of [number of additional days/weeks you are requesting]. I believe this additional time will allow me to respond in a thorough and appropriate manner.

I appreciate your attention to this matter and look forward to your favorable response. Please feel free to contact me at [your phone number] or [your email address] should you have any questions or require further information.

Thank you for your consideration.

Sincerely,

[Your Name]