

Request for Filing Extension

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip]
[Email Address]
[Phone Number]

[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Address]
[City, State, Zip]

Dear [Recipient Name],

I am writing to formally request an extension for the filing of [specify document or application] due on [original due date]. Due to [brief explanation of the reason], I am unable to meet the deadline.

I would greatly appreciate an extension of [number of days/weeks] to ensure I can provide the necessary details with optimum quality. Thank you for considering my request.

Sincerely,

[Your Name]