

Request for Event Time Extension

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request an extension of time for the upcoming community gathering scheduled on [Original Date] at [Original Time]. Due to [reason for extension, e.g., community interest, participation, weather conditions], we believe that extending the gathering would provide a better opportunity for engagement and participation among community members.

We would like to propose extending the event to [Proposed New Time and Date] at [Proposed Venue, if applicable]. We are committed to ensuring that the gathering is inclusive and beneficial for all attendees and believe that this extension will greatly enhance the experience.

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

Sincerely,

[Your Name]

[Your Title/Organization]

[Your Signature (if sending a hard copy)]