

Event Time Extension Request

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Request for Extension of Event Time for Corporate Conference

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an extension of the scheduled time for our upcoming corporate conference, originally set for [Original Date and Time].

Due to [brief reason for the request, e.g., increased attendance, additional sessions], we believe that extending the event will provide a more enriching experience for all participants.

We propose to extend the conference by [number of hours/days] and adjust the agenda accordingly. This will allow us to [mention benefits of extension, e.g., cover all topics, facilitate networking opportunities].

We appreciate your consideration of this request and hope for a favorable response. Please let me know if you require any further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]