

Event Time Extension Request

Date: [Insert Date]

To: [Recipient's Name]

[Organization/Committee Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an extension of the event time for the upcoming Cultural Festival scheduled on [Insert Original Date]. Due to the anticipated turnout and the various activities planned, we believe that extending the event by [Insert Duration] will significantly enhance the overall experience for our attendees.

We have received positive feedback from the community, and we expect an even larger crowd than initially estimated. This extension will allow us to accommodate more performances, workshops, and cultural exhibits, contributing to a more enriching experience for everyone involved.

We sincerely hope you consider our request favorably. Thank you for your time and support towards promoting cultural awareness in our community.

Looking forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]