Event Time Extension Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Organization's Name]

[Organization's 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 our upcoming fundraising event, [Event Name], scheduled for [Original Date] at [Original Location].

Due to [brief explanation of reason for extension request], we believe that extending the event time will significantly contribute to our fundraising goals and allow us to better engage with our attendees.

We kindly request an extension of [number of hours/days] to [New End Time/Date]. We assure you that we will adhere to all necessary guidelines and ensure the event runs smoothly within the extended timeframe.

Thank you for considering our request. We greatly appreciate your support for [cause/organization]. Please let us know if you need any further information or if we can discuss this over a call.

Warm regards,

[Your Name]

[Your Title]

[Your Organization]

[Your Phone Number]

[Your Email Address]