

# Event Time Extension Request

Date: [Insert Date]

To: [Insert Recipient's Name]  
[Insert Recipient's Title]  
[Insert Organization/Company Name]  
[Insert Address]

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 Holiday Celebration scheduled for [Insert Date of Event].

Due to [reason for extension request, e.g., increased attendance, additional activities planned], we believe that extending the event by [insert number of hours/duration] would enhance the experience for our attendees and allow us to fully celebrate the occasion.

We kindly request your approval to extend the event until [insert new end time]. We will also ensure that all necessary measures are taken to comply with any regulations and maintain the safety and enjoyment of our guests.

Thank you for considering our request. We appreciate your support and look forward to your positive response.

Sincerely,

[Your Name]  
[Your Title]  
[Your Organization]  
[Your Contact Information]