

# Event Time Extension Request

Date: [Insert Date]

To: [Recipient's Name]  
[Recipient's Title]  
[School/Organization Name]  
[School/Organization Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request an extension of time for the [Name of Event] scheduled on [Original Date]. Due to [reason for the extension request, e.g., increased participation, special guests, etc.], we believe that an extension would greatly enhance the experience for all attendees.

We kindly request that the event time be extended from [Original Time] to [Proposed New Time]. We assure you that all necessary arrangements will be made to accommodate this change and ensure a smooth event.

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

Sincerely,

[Your Name]  
[Your Title/Position]  
[Your Contact Information]  
[School/Organization Name]