

# Request for Event Time Extension

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Recipient's Organization]

[Recipient'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 time for the upcoming sports tournament scheduled for [original date(s)].

Due to [reason for extension request, e.g., inclement weather, scheduling conflicts, etc.], we believe that extending the event time will allow for better participation and a more successful outcome. We propose to extend the event by [number of days/hours] to ensure all participants can fully engage.

Your understanding and consideration of this matter would be greatly appreciated. Please let us know if further discussions are needed, or if you require any additional details regarding this request.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]