

Event Time Extension Request

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]

[Recipient Name]
[Recipient Position]
[Event Organizer's Name]
[Event Organizer's Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request an extension of the event time for the upcoming [Trade Show Name] scheduled on [Original Date]. We are eager to maximize our engagement and participation in the event.

Due to [reason for request, e.g., increased number of participants, special guest appearances], an extended time frame would greatly benefit both the exhibitors and attendees. We believe that an extension of [number of hours/days] would allow for a more fruitful experience for everyone involved.

We appreciate your consideration of this request and look forward to your positive response. Please feel free to contact me at [Your Phone Number] or [Your Email Address] for any further discussions.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]