

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company'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 my trial period for the [specific position] at [Company's Name] due to unforeseen circumstances that have impacted my performance and ability to demonstrate my full capabilities.

During my current trial period, I encountered [briefly explain the unforeseen circumstances, e.g., personal issues, health problems, etc.], which I believe have affected my effectiveness. I am committed to making a significant contribution to the team and would greatly appreciate the opportunity to extend my trial period by [number of additional weeks/months you seek].

I am confident that with this extension, I will be able to demonstrate my full potential and better align with the expectations of the role. Thank you for considering my request, and I look forward to your understanding response.

Sincerely,

[Your Name]