

Request for Temporary Access Extension

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

Dear [Recipient's Name],

I am writing to formally request a temporary extension of access rights for [Specify the access rights, e.g., "the secure server", "the laboratory", etc.]. My current access is set to expire on [Insert expiration date], and I require additional time to complete [briefly explain the reason, e.g., "ongoing project work", "final analysis", etc.].

I kindly ask for an extension of [Specify duration of extension, e.g., "two weeks", "one month", etc.], which will allow me to fulfill my responsibilities effectively. I assure you that I will adhere to all security protocols and guidelines during this period.

Please let me know if you require any further information or documentation to process this request. Thank you for considering my request. I look forward to your positive response.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]

[Your Company/Organization Name]