

Letter of Appeal for Extended Review Timeline

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request an extension of the review timeline for [specific project, application, or case]. Due to [brief explanation of the reasons, such as unforeseen circumstances, additional data needs, etc.], I believe that additional time would enable us to provide a more comprehensive and thorough submission.

I understand the importance of adhering to timelines; however, I assure you that this additional time will significantly enhance the quality of our review. I kindly request an extension of [specific duration] to facilitate this process.

Thank you for considering my request. I appreciate your understanding and support in this matter. I look forward to your positive response.

Sincerely,

[Your Name]