

Application for Review Period Extension

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request an extension for the review period regarding [specific project, application, or document]. Due to [briefly explain reason, e.g., unforeseen circumstances, additional research required, etc.], I am unable to complete the review by the original deadline of [original deadline date].

Therefore, I would greatly appreciate it if you could grant me an extension until [proposed new deadline]. This additional time will allow me to thoroughly complete the review and ensure that I meet the required standards.

Thank you for considering my request. I look forward to your understanding and support.

Sincerely,

[Your Name]