

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request an extension of the deadline for the purchase agreement originally scheduled for [original deadline date]. Due to [brief explanation of reason for request], I believe that an extension would be beneficial for both parties.

We are committed to fulfilling all necessary obligations related to this agreement and ensuring a smooth transaction. Therefore, I kindly ask for an extension of [specific duration of extension requested, e.g., 30 days] to finalize the agreement.

Thank you for considering my request. I look forward to your positive response. Please feel free to contact me at [your phone number] or [your email address] should you have any questions or require further information.

Warm regards,

[Your Name]

[Your Title]

[Your Company Name]