

Purchase Agreement Deadline Extension Appeal

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Request for Extension of Purchase Agreement Deadline

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an extension of the deadline for the purchase agreement dated [Insert Agreement Date] for the property located at [Insert Property Address].

Due to [brief explanation of circumstances causing the request, e.g., unforeseen financial issues, delays in funding approval], I am unable to meet the original deadline of [Insert Original Deadline Date]. I kindly ask for an extension of [Insert Number of Days/Weeks], which would allow me to fulfill the necessary requirements and move forward with the purchase.

I appreciate your understanding and consideration of my request. I am committed to completing this transaction and believe that this extension will facilitate a smooth process for both parties involved.

Thank you for your attention to this matter. I look forward to your favorable response.

Sincerely,

[Your Name]