

[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 message finds you well. I am writing to formally request an extension on the deadline for the purchase agreement pertaining to [provide brief description of the purchase, e.g., property, goods, services]. The original deadline is set for [original deadline date].

Due to [briefly explain reason for extension request, e.g., unforeseen circumstances, need for further evaluation, financial considerations], I believe that an extension would be beneficial to ensure all parties have sufficient time to finalize the agreement properly.

I kindly request that the deadline be extended to [proposed new deadline date]. I assure you that this time will allow us to thoroughly review the terms and make any necessary preparations.

Thank you for considering this request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]

[Your Company Name, if applicable]