

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Organization Name]

[Organization Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a change to the due date for my grant application titled "[Grant Application Title]."

Due to [brief explanation of reason, e.g., unforeseen circumstances, personal issues, etc.], I am unable to meet the original due date of [original due date]. I kindly request an extension until [proposed new due date] to allow me to complete my application thoroughly.

Thank you for considering my request. I appreciate your understanding and support. Please let me know if you need any additional information or documentation.

Sincerely,

[Your Name]

[Your Title or Position, if applicable]

[Your Organization Name, if applicable]