

# Request for Account Extension

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an extension for my account, [Your Account Number or Name], which is set to expire on [Expiration Date]. Due to [brief reason for the request, e.g., unforeseen circumstances, ongoing projects], I would greatly appreciate the opportunity to extend my account.

If possible, I would like to request an extension of [desired extension period, e.g., three months, six months]. I assure you that this extension will greatly assist me in [explain the benefit of the extension].

Thank you for considering my request. I look forward to your favorable response.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Address]