

# Request for Hardship Extension

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient Title]  
[Organization/Institution Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request an extension for [specific deadline or requirement], which is currently due on [original due date]. Due to the recent natural disaster, [briefly describe the disaster, e.g., hurricane, flood, wildfire], my circumstances have changed significantly, creating unforeseen challenges.

The impact of this disaster has affected my ability to [explain the specific reasons you need the extension, such as completing coursework, meeting project deadlines, etc.]. I have been [explain your situation, such as being displaced, dealing with damage, etc.], which has hindered my progress.

Thank you for considering my request. I would be happy to provide any additional information or documentation if needed. I look forward to your positive response.

Sincerely,

[Your Name]