

Request for Hardship Extension

Date: [Insert Date]

To: [Insert Recipient's Name]
[Insert Recipient's Title/Position]
[Insert Institution/Organization Name]
[Insert Address]
[Insert City, State, ZIP Code]

Dear [Insert Recipient's Name],

I hope this message finds you well. I am writing to formally request a hardship extension for [insert specific request, e.g., my coursework, a deadline, etc.] due to my caregiving responsibilities.

As the primary caregiver for [insert relation, e.g., my elderly parent/child with special needs], I have encountered unexpected challenges that have made it increasingly difficult to manage my current responsibilities effectively. [Briefly explain the circumstances, e.g., recent health issues, unexpected changes in care requirements].

Given these circumstances, I kindly request an extension of [insert desired extension period, e.g., two weeks, one month] to allow me the necessary time to fulfill my obligations without compromising the quality of my work.

I greatly appreciate your understanding and consideration of my situation. I am committed to maintaining my academic and professional responsibilities and I believe that this extension will enable me to meet my obligations effectively.

Thank you for your time and support. I look forward to your favorable response.

Sincerely,

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