

# Hardship Extension Request Letter

Date: [Insert Date]

To: [Recipient's Name]

[Department/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an extension due to unforeseen circumstances related to my recent relocation. As you are aware, I have been transitioning to [New Location] because of [brief explanation of the reason for the relocation].

Unfortunately, this move has presented several challenges that have hindered my ability to [mention specific obligations or deadlines, e.g., complete coursework, submit documents, etc.]. I believe that an extension would allow me the necessary time to overcome these obstacles and fulfill my responsibilities appropriately.

I appreciate your understanding of my situation and am hopeful for your consideration of my request. Thank you for your time and support.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Address]