

# Hardship Extension Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

I am writing to formally request an extension due to unforeseen legal circumstances that have recently arisen. I have encountered unexpected legal problems that have greatly impacted my ability to [mention the specific obligation or deadline, e.g., submit a report, make a payment, etc.].

Details of the situation include [briefly explain the legal problems and how they have affected your situation]. I have been actively seeking resolution, but due to the nature of the legal process, I am unable to meet the original deadline of [original deadline date].

Given these challenges, I kindly request an extension of [number of days/weeks] to allow me to manage these unexpected issues adequately. I assure you that I am committed to fulfilling my obligations as soon as possible.

Thank you for considering my request. I appreciate your understanding and support during this difficult time. Please feel free to contact me at [your phone number] or [your email address] should you require any further information.

Sincerely,

[Your Name]