

Acknowledgment of Request

Dear [Applicant's Name],

We have received your request for an extension on the application deadline for [specific program or position]. We understand the importance of your situation and appreciate your proactive communication.

We would like to inform you that your request is currently under review. We will notify you of our decision by [date]. Thank you for your patience during this time.

If you have any further questions or concerns, please do not hesitate to contact us.

Sincerely,

[Your Name]
[Your Title]
[Your Organization]
[Contact Information]