

Letter of Appeal for Extended Application Deadline

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[Institution/Organization 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 the application deadline for [specific program/position] originally set for [original deadline date]. Due to [briefly explain your reason, e.g., unforeseen personal circumstances, health issues], I am unable to submit my application by the original deadline.

It is my sincere intention to apply as I am very passionate about [mention the program/position and why you are interested]. I believe that with a short extension, I will be able to provide a complete and thorough application that reflects my commitment and qualifications.

Thank you for considering my request. I truly appreciate your understanding and support. I am looking forward to your positive response.

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]