

Request for Application Deadline Extension

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an extension for the application deadline for [specific program, grant, or opportunity] originally due on [original due date].

Due to [briefly explain reason for the request, e.g., unforeseen circumstances, illness, family obligations], I am unable to complete my application to the best of my abilities by the original deadline. I have been working diligently on this application and believe that with a little more time, I can submit a comprehensive proposal that reflects my qualifications.

I kindly ask for an extension of [number of days/weeks you are requesting] to allow me to finalize my application effectively. I appreciate your understanding and consideration of my request.

Thank you for your time, and I look forward to your favorable reply.

Sincerely,

[Your Name]

[Your Position/Title, if applicable]