

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an extension on the application deadline for [specific application or program] initially set for [original deadline date]. Due to [brief explanation of the reason for the request, e.g., unforeseen circumstances, personal challenges, etc.], I am unable to complete my application by the original deadline.

Given these circumstances, I kindly ask for an extension of [specific length of time you wish to request, e.g., one week, two weeks, etc.] to allow me to submit my application with the quality and attention it deserves. I believe this extension will enable me to provide all required materials effectively.

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

Sincerely,

[Your Name]