

Notification of Need for Application Deadline Extension

Date: [Insert Date]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to formally request an extension for the application deadline for [specific program, grant, or opportunity]. Due to [brief explanation of reasons, e.g., unforeseen circumstances, logistical challenges, etc.], we are unable to meet the original deadline of [insert original deadline date].

We kindly ask for an extension of [number of days/weeks requested], which will allow us to complete our application thoroughly and thoughtfully.

Thank you for considering our request. We appreciate your understanding and support. Should you require any further information or wish to discuss this matter, please do not hesitate to contact us at [Your Contact Information].

Warm regards,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]