

# Supportive Documentation for Application Extension

Date: [Insert Date]

To Whom It May Concern,

I am writing to request an extension for my application submitted on [insert submission date] regarding [insert application details]. Due to unforeseen circumstances, I am unable to meet the original deadline of [insert deadline date].

Enclosed are the supporting documents that illustrate my situation:

- Document 1: [Description]
- Document 2: [Description]
- Document 3: [Description]

I kindly ask for an extension until [insert new proposed deadline] to ensure that I can provide the best possible submission. I appreciate your understanding in this matter.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Name]  
[Your Address]  
[Your Email]  
[Your Phone Number]