

# Extended Stay Application Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request an extension of my stay at [Name of Property/Facility] due to [briefly explain reason, e.g., personal circumstances, ongoing project, etc.]. My current stay is set to end on [Current End Date], and I would like to request an extension until [Requested End Date].

During my time here, I have appreciated the support and facilities provided, and I believe that extending my stay will be beneficial for [explain any relevant details related to your request].

I understand that this may require consideration of availability and policies, and I am willing to discuss any necessary adjustments to my current arrangement.

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

Sincerely,

[Your Name]