

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Date]

[Recipient's Name]  
[Recipient's Title/Organization]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the possibility of prolonging my accommodation period at [Location/Facility Name]. My current arrangement is set to expire on [Current End Date], and due to [briefly explain reason, e.g., unforeseen circumstances, ongoing projects, etc.], I would greatly appreciate any assistance you could provide in extending my stay.

If it is possible, I would like to discuss the terms and conditions for the extended accommodation period. Please let me know any applicable procedures or requirements I need to fulfill to facilitate this request.

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

Sincerely,  
[Your Name]