

Extension Appeal for Grant Submission Timeline

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

[Grants Office Name]
[Funding Agency Name]
[Office Address]
[City, State, Zip Code]

Dear [Grants Officer's Name],

I am writing to formally request an extension for the submission of our grant proposal titled "[Title of the Grant Proposal]" originally due on [Original Due Date]. Due to [brief explanation of reasons for the request, e.g., unforeseen circumstances, delay in data collection], we are unable to meet the original timeline.

We believe that an extension would greatly enhance the quality and completeness of our proposal. We kindly request an extension of [number of days/weeks] and hope to submit the proposal by [Proposed New Due Date].

Thank you for considering our request. We appreciate your understanding and support, and we look forward to your favorable response.

Sincerely,

[Your Name]
[Your Title]
[Your Organization]