

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

[Recipient's Name]
[Recipient's Position]
[Funding Agency/Organization]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request an extension on the submission of our grant proposal titled "[Title of Grant Proposal]," originally due on [Original Due Date]. Due to [brief reason for the request, e.g., unexpected circumstances, additional research needed], my team would greatly benefit from additional time to finalize our proposal to ensure it meets the highest standards of quality.

We are committed to delivering a comprehensive proposal that aligns with [Funding Agency's/Organization's] objectives and guidelines. Therefore, we respectfully request an extension of [number of days/weeks] to allow us to enhance our submission.

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

Sincerely,
[Your Name]
[Your Position]
[Your Organization]