

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

[Recipient Name]
[Recipient Position]
[Funding Organization]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about the options for extending the grant we received from [Funding Organization] for the project titled "[Project Title]."

Due to [brief explanation of reasons for extension request, e.g., unforeseen circumstances, project complexities], we kindly request your guidance on the potential for a grant extension. We believe that additional time would allow us to better achieve the project goals and deliver tangible results.

If possible, could you please provide us with information on the process for requesting an extension, as well as any necessary documentation we would need to submit? Your assistance in this matter would be greatly appreciated.

Thank you for considering our request. We look forward to your positive response.

Sincerely,

[Your Name]
[Your Position]
[Your Organization]