

Subject: Request for Extension of Grant Application Deadline

Date: [Insert Date]

To [Grant Committee Name],

I hope this message finds you well. I am writing to formally request an extension of the application deadline for the [Insert Grant Name] grant due on [Insert Original Deadline Date].

Due to [briefly explain reason - e.g., unforeseen circumstances, need for additional data, etc.], we are unable to complete our application by the original deadline. We are committed to submitting a comprehensive and competitive proposal that reflects the quality and depth of our project, and we believe that a brief extension would allow us to achieve this goal.

We kindly request an extension of [insert the number of days or the new proposed deadline] to adequately finalize our application. We appreciate your understanding and consideration of our request.

Thank you for your attention to this matter. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]