

Request for Grant Extension Approval

Date: [Insert Date]

To: [Grant Manager's Name]

[Granting Organization's Name]

[Organization's Address]

Dear [Grant Manager's Name],

I hope this message finds you well. I am writing to request an extension for the grant provided to [Project Name/Description], funded under [Grant Program Name/Code]. Our project, initiated on [Start Date], is designed to [Brief Overview of Project Goals].

Due to [Reasons for Requesting Extension - e.g., unforeseen circumstances, challenges faced, etc.], we have encountered delays that have impeded our initial timeline. Despite our best efforts to stay on course, these challenges have hindered our ability to complete the project as scheduled.

An extension of [Proposed Duration of Extension] would allow us to [Explain Benefits of Extension and how it would support the project's success]. We are committed to ensuring that the project meets its objectives and fulfills the expectations of [Granting Organization's Name].

We believe that with this extension, we can deliver a comprehensive and impactful outcome that aligns with the goals of [Granting Organization's Name]. We appreciate your consideration of our request and are more than willing to provide any additional information needed to support our case.

Thank you for your time and understanding. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Organization's Name]

[Your Organization's Address]

[Your Contact Information]