

Request for Grant Deadline Extension

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Grant Committee's Name]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Grant Committee's Name],

I hope this message finds you well. I am writing to formally request an extension for the deadline of my grant application for [Grant Name], originally due on [Original Due Date]. Due to unforeseen circumstances, including [briefly explain your situation, e.g., health issues, family emergencies, etc.], I am unable to meet the current deadline.

I sincerely believe that with a little more time, I can refine my proposal and enhance the overall quality of my submission. Therefore, I kindly request an extension of [number of weeks or specific new deadline] to complete my application.

Thank you for considering my request. I appreciate your understanding, and I look forward to your favorable response.

Sincerely,

[Your Name]