

Request for Leniency on Upcoming Grant Deadline

Recipient Name
Recipient Title
Organization Name
Address Line 1
Address Line 2
City, State, Zip Code

Date: [Insert Date]

Dear [Recipient Name],

I hope this message finds you well. I am writing to respectfully request leniency regarding the upcoming deadline for the [Name of Grant] scheduled for [Insert Deadline Date]. Due to [briefly explain reason, e.g., unforeseen circumstances, illness, etc.], I am concerned about my ability to submit a complete application by the due date.

As you know, this grant is critical for [briefly explain the significance of the grant]. I have been diligently working on my application and am committed to providing the necessary materials to meet the requirements.

Therefore, I kindly ask if an extension could be granted to allow me additional time to finalize my submission. I would greatly appreciate any consideration you could extend in this matter.

Thank you for your understanding. I look forward to your positive response.

Sincerely,
[Your Name]
[Your Title/Position]
[Your Organization]
[Your Contact Information]