

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

## **Subject: Request for Extended Stay**

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an extension of my stay at [Location/Facility Name] for an additional [number of days/weeks]. My current stay is set to end on [current end date], and I kindly request an extension until [proposed new end date].

The reason for my request is [provide a brief explanation of your reason, such as circumstances that require you to stay longer, personal situations, etc.]. I assure you that this request is important, and I appreciate your understanding and consideration.

Please let me know if you need any further information or documentation to support my request. Thank you for considering my situation. I look forward to your positive response.

Sincerely,

[Your Name]