

Request Letter for Extension of Proposal Submission Deadline for Grant Application

[Your Name]

[Your Designation/Title]

[Organization Name]

[Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Designation/Title]

[Funding Agency/Organization Name]

[Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Request for Extension of Proposal Submission Deadline â€“ [Grant Name or Reference Number]

I am writing on behalf of [Your Organization Name] regarding the [Grant Name or Program Title] grant application, which is currently due on [Original Submission Deadline]. Due to [briefly state specific reason(s) for requesting an extension, e.g., unforeseen circumstances, need for additional research, team member unavailability, etc.], we kindly request an extension of the proposal submission deadline.

We are committed to submitting a comprehensive and high-quality proposal that aligns with the objectives and requirements of your esteemed program. The additional time will enable us to [mention specific activities/work that require more time, such as finalizing research, gathering supporting documentation, or ensuring stakeholder collaboration].

We respectfully request an extension until [Proposed New Deadline] to allow us to complete the application process thoroughly. We believe this extension will significantly enhance the quality and impact of our proposal.

We greatly appreciate your understanding and consideration of our request. Please let us know if there are any forms to complete or additional procedures we should follow to formalize this request. We look forward to your positive response.

Thank you very much for your time and support.

Sincerely,

[Your Name]

[Your Designation/Title]

[Organization Name]