

Urgent Extension Request Communication

Subject: URGENT: Emergency Extension Request - Grant [Number]

Dear [Program Officer],

I am writing to request an emergency no-cost extension for our grant [Grant Number] due to circumstances beyond our control. Our project "[Project Title]" requires an additional [number] months to complete deliverables.

The delay resulted from [specific emergency situation: natural disaster/key personnel illness/equipment failure/pandemic restrictions]. Despite our best efforts to maintain the original timeline, these unprecedented circumstances have made it impossible to complete the project by the current deadline of [Original End Date].

We are requesting an extension until [New End Date]. No additional funding is required, as we simply need more time to complete the work with existing resources. All project objectives remain achievable, and we have developed a revised timeline to ensure successful completion.

Given the approaching deadline, we would greatly appreciate expedited review of this request. I am available for immediate discussion and can provide any additional documentation needed.

Thank you for your understanding and flexibility during these challenging circumstances.

Urgently yours,

[Your Name]

[Contact Information]

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