

Event Submission Extension Letter

Subject: Request for Submission Extension

Dear [Event Coordinator Name],

I am writing to request an extension for submitting [Event Entry / Application] originally due on [Original Deadline]. Due to [Reason: personal circumstances, technical issues], I am unable to meet the current deadline.

I would greatly appreciate an extension of [Number of Days] to ensure a complete and high-quality submission. Thank you for your understanding and support.

Sincerely,

[Your Name]

[Contact Information]

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