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weeks. Since I do not want to leave school next term due to my illness, I am grateful for everything you've done thus far to meet my needs. It has been very appreciated that you have agreed to accept my late projects and excuse my verified absences.

As you are aware, I am doing well and have finished all of my current school tasks. My doctor has given me the go-ahead to completely resume all of my hobbies. I do not, however, expect to be able to finish a well-researched essay on my topic by [Mention the month] [Mention the date] due to the difficulties I have already encountered. I would be very grateful if you would give me an [Mention the number of days] to finish this task. If you're okay with it, I'd like to hand in my finished midterm paper on [Mention the month] [Mention the date], [Mention the year]. Again, I appreciate your offer and I hope you'll give me the extra time I need to evaluate it carefully. I would be pleased to respond to you by [Mention the month] [Mention the date], [Mention the year], assuming that you are in agreement. Please inform me if this extension is possible.

I appreciate your speedy reply in advance. Sincerely, [Mention the name] [Mention the profession] [Mention the contact details] Download Template : (pdf, docs, ODT, RTF, txt, HTML, Epub, Etc) Letter Template: 6 [Mention the name of the sender] [Mention the address of the sender] [Mention the contact details] [Mention the email address] [Mention the date] Subject- Sample letter requesting extension of time [Mention the name of the recipient] [Mention the address of the recipient] [Mention the contact information] Dear [Mention the name of the recipient] I've been preparing to leave at the end of the year, as you are well aware. But I've worked over the past few weeks, I've come to the conclusion that this might not be fully feasible. Even though there are more than enough skilled people here to finish things, I would prefer to manually see a few projects that I've been working on that are not even close to completion. I had originally hoped to finish these projects by the time I left. We have all had a lot on our plates, though, because of the increased workload brought on by the most recent merger. As a result, I would like to continue working for another [Mention the number of months] after I am supposed to retire. I would really appreciate it if you could do this. I can guarantee you that I used this extra time well and that I would honestly feel much more secure knowing that I had completed the task at hand for this organization. I'd be interested in hearing your opinions on this, and I'm always willing to talk more about it. If you don't believe it's feasible right now, I'll do it all I can to get my team ready for your departure. I'm very grateful for the opportunity this organization has offered me, and I will certainly miss working here when I leave. As we look at all of our residential, academic, educational, and long-term care choices in our potential new home, this time would be very helpful to myself and my family. I want to thank you once more for your concern and the compassion you have given me. Please respond to this at the earliest opportunity. Sincerely, [Mention the name] [Mention the profession] [Mention the contact details] Download Template : (pdf, docs, ODT, RTF, txt, HTML, Epub, Etc) Similar Post: How To Write a Cover Letter With No Experience: 82 Templates How To Write Approval Letter: 54+Templates How to Write an Extension Letter: 5 Templates Farewell Manager Letter: 75 Templates How to Write an Anniversary Letter: 50 Free Templates How to Write a Permission Letter: 10 Free Templates How to Write an Authorization Letter: 35+ Templates Probation Period Letter: 4 Templates How to Write Sponsorship Letter: 47 Templates Appreciation Letter to Manager: 30 Templates Was this article helpful? "Business, marketing, and blogging - these three words describe me the best. I am the founder of Burba Branding and Media, and a self-taught marketer with 10 years of experience. My passion lies in helping startups enhance their business through marketing, HR, leadership, and finance. I am on a mission to assist businesses in achieving their goals." This document can be used as a renewal letter format of an extension letter to the Government Authority requesting to automatically renew or extend the license/permit that is about to expire and cannot be renewed due to Coronavirus. The letter states that the sender suffers from operational difficult in renewal the license/ permit required as a business-as-usual manner.

Hence, the sender requests extending the license period and the Government Authority would accept digital copies and signatures as the formal submission. Details of the license concerned and the contact details of the sender should be included to facilitate smooth and effective communication. How to use this Document? This letter asks for an automatic renewal/extension of a license/permit and assistance to aid the circumstances of the coronavirus. This letter is addressed to the government authorities to ask for renewal of license and an extension under quarantine or other restrictions for the time of the coronavirus crisis. This document also requests for a deadline extension of the license/permit. Details of the license concerned, such as the expiry date of the license and the contact details of the sender, such as the email, account email and phone number should be included to facilitate smooth and effective communication.