

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for FVRL Extension

I hope this letter finds you well. I am writing to formally request an extension for my FVRL (Football Volunteer Registration License) due to [briefly explain reason, e.g., unforeseen circumstances, additional time needed for documentation, etc.].

My current FVRL is set to expire on [existing expiration date]. I have taken steps to ensure compliance with all necessary requirements and am committed to maintaining my volunteer status within your organization. I kindly ask for an extension until [proposed new expiration date], which will allow me sufficient time to fulfill any outstanding obligations. Thank you for considering my request. I greatly appreciate your understanding and support. Please feel free to contact me if you need any further information or documentation regarding this matter.

Sincerely,

[Your Name]
[Your Title/Position, if applicable]