

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Organization/Institution Name]  
[Organization/Institution Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request an extension for my LCPC (Licensed Clinical Professional Counselor) application. Due to [brief explanation of circumstances leading to the request], I am unable to complete the required materials by the original deadline.

I have been diligently working on the necessary components, including [list any specific items or requirements], and I believe that an extension would allow me the time needed to ensure that my application reflects my qualifications accurately and thoroughly.

I kindly ask for an extension of [specific time period you are requesting] to finalize and submit my application. I greatly appreciate your understanding and consideration of my request.

Thank you for your attention to this matter. I look forward to your positive response.

Sincerely,

[Your Name]  
[Your Title or Credentials, if applicable]  
[Your License Number, if applicable]