

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

[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request an extension of my current term (xterm) under [specific program or agreement] due to [reason for extension].

****Background Information:****

- Start date of original term: [Date]
- Current end date: [Date]
- Reasons for requesting the extension: [Briefly explain reasons]

****Proposed Extended Term:****

I am requesting an extension of [duration of extension] until [new end date].

I appreciate your consideration of my request, and I am willing to provide any additional information needed to facilitate this process. Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Position, if applicable]