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

[Date]

[Name of Contact Person]
[Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Re: Request for Extension of Severance Benefits - [Your Employee ID Number]

Dear [Name of Contact Person],

I am writing to formally request an extension of my severance benefits, which are currently scheduled to end on [Original End Date]. Due to unexpected and severe financial hardship, I am asking the company to consider extending these benefits for an additional [Number] months.

Since my departure from [Company Name] on [Departure Date], I have been actively seeking new employment. However, I have encountered significant challenges due to [briefly mention reason, e.g., current market conditions / medical emergency / family crisis]. These circumstances have created a situation where I am unable to cover essential living expenses for myself and my family.

During my [Number] years with [Company Name], I was a dedicated employee, and I hope that my history of service can be taken into consideration during this difficult time. An extension of my [payments/health insurance coverage] would provide the necessary stability while I finalize my transition to a new role.

I have attached [mention any supporting documents, if applicable] for your review. I am available to discuss this request further and can be reached at [Phone Number] or [Email].

Thank you for your time and for considering this request.

Sincerely,

[Your Signature]

[Your Printed Name]