

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

[Date]

[Lender or Law Firm Name]
[Contact Person, if known]
[Address]
[City, State, Zip Code]

RE: Request for Extension of Eviction Date - Case/Account Number: [Your Number]

Dear [Name of Contact or Representative],

I am writing to formally request a temporary delay or extension regarding the scheduled eviction for the property located at [Full Property Address]. The current scheduled date for vacancy is [Current Date].

I am requesting an extension of [Number] days, moving the date to [New Requested Date], due to the following circumstances:

- [Reason 1: e.g., Medical hardship or illness within the family]
- [Reason 2: e.g., Pending finalization of new housing arrangements]
- [Reason 3: e.g., Difficulty securing professional moving services by the deadline]

I am fully committed to vacating the premises and simply require this additional time to ensure a safe and orderly transition for my household. I am happy to provide documentation to support the reasons mentioned above if required.

Please let me know if you are willing to grant this extension or if there are specific forms I need to complete to finalize this agreement. I look forward to your prompt response.

Sincerely,

[Your Signature]

[Your Printed Name]