

To: [Landlord's Name]
From: [Tenant's Name]
Property Address: [Full Address of Rental Unit]
Date: [Current Date]

Dear [Landlord's Name],

I am writing to formally request an extension of the grace period regarding the eviction notice I received on [Date of Notice]. The current deadline for me to [vacate the premises / pay the outstanding balance] is [Current Deadline Date].

I am requesting an extension until [Requested New Date].

This request is due to the following circumstances: [Briefly explain reason, e.g., delay in expected funds, medical emergency, or pending move-in date for new housing].

I am committed to resolving this matter by the new date requested above. Please let me know if you are willing to grant this extension. I would appreciate a written confirmation of your decision.

Thank you for your time and consideration.

Sincerely,

[Tenant Signature]
[Tenant Printed Name]
[Phone Number]
[Email Address]