[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Name of Attorney or Representative]
[Law Firm Name]
[Address]
[City, State, Zip Code]

RE: Instruction to File Request for Extension of Time - [Case/Matter Name and Reference Number]

Dear [Name of Attorney],

I am writing to formally instruct you to file a Request for Extension of Time regarding the upcoming deadline for [describe the specific task, e.g., filing a response, submitting evidence, or renewing a trademark] currently due on [Original Deadline Date].

I am requesting an extension of [Number of Days/Months] which would move the new deadline to [Proposed New Date].

The reason for this request is [provide brief reason, e.g., to gather additional documentation / due to unforeseen circumstances / to allow more time for settlement discussions].

Please proceed with the necessary filings and provide me with a confirmation once the request has been submitted to the [Court Name/Government Agency]. If there are any associated fees or additional requirements, please let me know immediately.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]