**U.S. DEADLINE EXTENSION REQUEST**

**\*must be submitted no later than January 01, 2024 – late requests will not be considered\***

Date: \_\_\_\_\_\_\_\_\_\_\_

Re: SO [Program Name] Waiver Request

Dear [Regional Organizational Development Representative],

Special Olympics \_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Program Name] requests an extension to submit their accreditation application later than the 31 January 2024 deadline. The reason for this request is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [explain what application requirement is causing the submission of the application to be delayed].

Our Program is planning to submit \_\_\_\_\_ [name of specific application requirement] no later than \_\_\_\_\_ [date].

We understand that failure to submit our application by the date above will penalize our Program from receiving the opportunity for a 3% discount off our accreditation fee.

Thank you for considering this request.

Regards,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Name, Title]

[Contact Information]