Applicant or party name here  
Address here  
Email here

Commissioner (Meriba Omasker Kaziw Kazipa)  
PO Box 7576  
Cairns QLD 4870

Dear Commissioner Maza

# EXTENSION REQUEST FOR APPLICATION insert reference number

I request an extension of time to provide you with the additional details/information you requested in your letter dated insert date about insert details eg. a notice of intention to not make a cultural recognition order, request for further information or documentation].

I require 30 business days to provide further documentation because insert reasons. If more days are needed, delete 30 business days and state how much time you would like and your reasons.

Due to the reasons above, I require an extension subject to your consideration.

Please call phone number or email email.address if you wish to discuss this request.

Yours faithfully,

First name and surname

Place:  
Date: