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| BY ELECTRONIC FILING: | Today date |

**TO**: Federal Court Registry

180 Queen Street West, Suite 200 Toronto, Ontario, M5V 3L6

# OBJECT: First and Last Name

**Court File No.: T-\*\*\*-\*\***

## Informal Request for an Extention of Time

Dear Sir or Madam:

An Application for Leave and for Judicial Review was filed on [date]. The Registry file number is T-\*\*\*-\*\*. The Application deals with the Judicial Review (mandamus) of the Applicant’s citizenship application number: Citizenship Application Number received by Immigration, Refugees and Citizenship Canada (IRCC) on AOR date.

The Applicant seeks an extension of time to file and serve the Document Name of **X day** to **Date**. Because the Applicant works full-time and acts without the assistance of counsel. The applicant needed an additional time to finalize the Document Name.

The impact of this proceeding is obviously crucial to the Applicant and there would be no hardship to the Respondent if the request was allowed.

# The Applicant contacted the Respondent on date via email. The Respondent consented to the informal request for an Extention of Time on that date and confirmed that he will not be making submissions.

In accordance with the Federal Court’s notice of August 25, 2017, we respectfully request that you grant an Extension of time for the Applicant to file his Application Record.

A draft Order and a copy of the Document Name with proof of service on the Respondent has also been enclosed. The Respondent has been copied.

Thank you in advance for your attention to this matter. Should you have any questions or concerns regarding this matter please feel free to contact the undersigned directly.

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First and Last name

Address

City, Province

Zip code

Phone: +1 (000) 000-000

Email: email address