**Request To Extend Informal Counseling**

**Aggrieved Person: firstname lastname**

**Case Number:** **govcdm\_name**

1. EEOC regulations provide for EEO counseling to be completed within thirty (30) calendar days of the initial contact with me. Prior to the end of the 30-day period, I may request, in writing, to postpone the final interview and extend the counseling period for an additional period of no more than sixty (60) days. I understand that if the matter has not been resolved before the conclusion of the agreed extension, the Notice of Right to File a Discrimination Complaint will be issued.
2. I am aware that my EEO Counselor will not attempt in any way, to restrain me from filing a formal complaint. Nor will my EEO Counselor reveal my identity, except when authorized to do so by me, or until a formal complaint of discrimination is received involving the same matter(s) I brought to my EEO Counselor’s attention.
3. Indicated below is my request for your approval. I am requesting (by checking the appropriate choice) approval of an extension for a period of at least thirty (30) days, but no more than sixty (60) days:

* 30 Days
* 45 Days
* 60 Days
* Other: \_\_\_\_\_\_\_\_

1. Purpose of extension:

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firstname lastname, Aggrieved Person Date

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firstname lastname, Representative Date

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Counselor Supervisor Date