

Project Deadline Extension Request

Date: [Insert Date]

To: [Supervisor's Name]

From: [Your Name]

Subject: Request for Extension on Project Deadline

Dear [Supervisor's Name],

I hope this message finds you well. I am writing to formally request an extension on the deadline for [Project Name] which is currently due on [Original Due Date]. Due to unforeseen circumstances, including [briefly explain the unforeseen circumstances], I am unable to meet the original deadline.

I have been making consistent progress on the project, and I believe that with a little more time, I can enhance the quality and depth of my work. Therefore, I kindly ask for an extension of [number of days/weeks] to allow me to complete the project to the best of my ability.

I understand the importance of meeting deadlines and assure you that I am committed to maintaining the high standards expected of my work. I appreciate your understanding and consideration of this request.

Thank you for your attention to this matter. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]