

## **Subject: Request for Extension on Project Deliverables**

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an extension for the completion of my current project, [Project Name], which is due on [Original Due Date].

Due to [brief explanation of the reasons, e.g., unforeseen circumstances, illness, additional responsibilities], I am unable to meet the original deadline without compromising the quality of my work. I am committed to delivering a high-quality project, and therefore, I would greatly appreciate your consideration of my request.

As such, I kindly ask for an extension of [Number of days/weeks you are requesting] to allow me to complete the necessary work. I believe this additional time will enable me to provide a more comprehensive and polished deliverable.

Thank you for considering my request. I look forward to your understanding and support. Please let me know if you need any further information or documentation to support my appeal.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]