

Application for Extended Timeline on Injury Report

Your Name

Your Address
City, State, ZIP Code
Email Address
Phone Number
Date: [Insert Date]

Recipient's Name

Recipient's Title
Company/Organization Name
Address
City, State, ZIP Code

Dear [Recipient's Name],

I am writing to formally request an extension on the timeline for submitting my injury report, originally due on [insert due date]. Due to unforeseen circumstances related to my recovery process, I require additional time to ensure that I provide a comprehensive and accurate report.

Despite my best efforts to complete the report by the deadline, I have encountered challenges that have hindered my progress. Therefore, I kindly ask for an extension of [insert desired extension period] to complete this important documentation.

I appreciate your understanding and consideration of my request. Please feel free to reach out to me if you need any further information or documentation regarding my situation.

Thank you for your attention to this matter. I look forward to your favorable reply.

Sincerely,

[Your Name]