

[Your Name]
[Your Position]
[Your Organization]
[Your Contact Information]
[Date]

[Recipient's Name]
[Recipient's Position]
[Recipient's Organization]

Dear [Recipient's Name],

I am writing to formally request an adjustment to the deadline for submitting the injury report associated with [specific incident or event]. Due to [brief explanation of reason for adjustment, e.g., unforeseen circumstances, need for additional information], I believe that an extension would be beneficial in ensuring that the report is thorough and accurate.

Therefore, I kindly request an extension of [specific time period requested] for the submission of this injury report. I believe this additional time will allow us to gather the necessary information and provide a more comprehensive account of the incident.

Thank you for considering this request. I appreciate your understanding and support in this matter. Please feel free to reach out if you require any further information.

Sincerely,
[Your Name]
[Your Position]
[Your Organization]