

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to inquire about the possibility of extending the deadline for submitting the injury report related to [specific incident]. Due to [brief explanation of the reasons], I am concerned that I may not be able to meet the original deadline of [original deadline date].

I believe that an extension would allow me to provide a more thorough and accurate report. I would appreciate your consideration of my request and any guidance you can provide regarding this matter.

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

Sincerely,

[Your Name]