

Request for Postponement of Injury Report Deadline

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Justification for Postponement of Injury Report Deadline

Dear [Recipient's Name],

I am writing to formally request a postponement of the deadline for the injury report originally due on [Original Due Date]. Due to [specific reason for the delay, e.g., unforeseen circumstances, medical recovery, etc.], I am unable to complete the report by the specified date.

I understand the importance of timely reporting and assure you that I am taking all necessary steps to finalize the report as soon as possible. I kindly ask for an extension of [number of days requested for postponement], which will allow me sufficient time to gather all relevant information and complete the report accurately.

Thank you for considering my request. I appreciate your understanding and support in this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]