

Petition for Deferment of Injury Report Deadline

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Organization/Company Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a deferment of the deadline for submitting my injury report originally due on [original due date]. Due to [brief explanation of reasons, e.g., ongoing medical treatment, personal circumstances], I am unable to complete the report by the required date.

I kindly request an extension of [number of days/weeks] to ensure that I can provide a comprehensive report that reflects my situation accurately. I appreciate your understanding and consideration regarding this matter.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]