

Request for Additional Time to Complete Injury Report

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request additional time to complete the injury report related to [brief description of the incident]. Due to [reason for the delay, e.g., unforeseen circumstances, medical appointments, etc.], I am unable to finalize the report by the original deadline of [original deadline date].

I kindly ask for an extension of [number of days/weeks you need] to ensure that I can provide a comprehensive and accurate report. I appreciate your understanding and support in this matter.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Name]