

# **Subject: Request for Project Deadline Extension**

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an extension on the deadline for the [Project Name] due on [Original Due Date]. Unfortunately, due to unforeseen personal circumstances, I am unable to complete the project to the best of my ability by the original deadline.

I understand the importance of meeting deadlines and assure you this request is made purely out of necessity. If possible, I would greatly appreciate an extension of [number of days/weeks] to ensure that I can deliver quality work.

Thank you for considering my request. I am looking forward to your understanding and support.

Best regards,  
[Your Name]  
[Your Position]  
[Your Contact Information]