

# Request for Extension

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an extension on the deadline for [briefly describe the task, project, or submission, e.g., "the final report due on October 31, 2023"]. Due to [briefly explain the reason, e.g., "unexpected personal circumstances"], I am unable to meet the original deadline.

Given the situation, I kindly ask for an additional [number of days/weeks] to complete the submission. I believe that with this extra time, I can deliver a more thorough and polished [report/presentation/etc.].

Thank you for considering my request. I appreciate your understanding and support. I look forward to your positive response.

Sincerely,

[Your Name]