

# Request for Extension on Project Submission

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an extension for the submission of my project titled "[Project Title]", which is currently due on [Original Due Date].

Due to [briefly explain reason, e.g., unforeseen circumstances, personal issues, etc.], I find myself needing additional time to ensure that the project meets the quality standards expected.

I kindly request an extension of [number of days/weeks] to submit my project by [Proposed New Due Date]. I believe that this additional time will allow me to enhance the quality of my work significantly.

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

Sincerely,

[Your Name]

[Your Contact Information]

[Your Position/Class, if applicable]