

Formal Request for Additional Time

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Agency Name]

[Agency Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

My name is [Your Name], and I am currently involved in the [Project Name] at [Agency Name]. I am writing to formally request an extension for the completion of the project due to [briefly state the reasons, e.g., unforeseen circumstances, increased workload, etc.].

Given the importance of this project and my commitment to delivering quality work, I believe that additional time would allow me to meet the project goals effectively. Therefore, I am requesting an extension of [specify duration, e.g., two weeks, one month] to ensure that all aspects of the project are completed to the best of my ability.

I appreciate your understanding and consideration of my request. I am open to discussing this matter further at your convenience and look forward to your positive response.

Thank you for your time and attention.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]