

# Request for Extension on Submission Deadline

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an extension on the deadline for [specific project or assignment name] that is currently due on [original due date]. Due to [briefly explain reason for the request, e.g. unforeseen circumstances, illness, etc.], I am unable to meet the deadline.

In light of these circumstances, I respectfully request an extension of [number of days/weeks] to complete the submission. I believe this additional time will allow me to deliver work that meets the standards expected.

Thank you for considering my request. I look forward to your understanding and support. Please let me know if any further information is required.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Organization]

[Your Contact Information]