

# Request for Deadline Extension

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Institution/Organization Name]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an extension for the submission deadline of [specify project, paper, or assignment name], originally due on [original due date]. Due to [briefly explain your reason, e.g., unforeseen circumstances, personal issues, etc.], I am unable to complete the work by the scheduled deadline.

Therefore, I kindly ask for an extension of [number of days/weeks] to enable me to submit a comprehensive and high-quality piece of work. I believe this additional time will be beneficial in ensuring that I meet the expectations set forth for this assignment.

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

Sincerely,

[Your Name]