

# Request for Extension of Publication Deadline

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Publication's Name]

[Publication'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 for the submission deadline of my manuscript titled "[Title of Manuscript]," originally due on [Original Deadline Date].

Due to [brief explanation of the circumstances necessitating the extension, e.g., unforeseen personal matters, additional research required, etc.], I am unable to submit the manuscript by the original deadline.

Therefore, I kindly request an extension of [number of days/weeks] to ensure that I can deliver a manuscript that meets the high standards expected by your publication. I believe that with this additional time, I will be able to produce a more thorough and polished submission.

Thank you very much for considering my request. I look forward to your understanding and support. Please feel free to contact me at [Your Phone Number] or [Your Email] if you require any further information.

Sincerely,

[Your Name]

[Your Affiliation, if applicable]