

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request an extension for the submission of my publication titled "[Title of Publication]" which is currently due on [Original Due Date]. Due to [briefly state reason for request, e.g., unforeseen circumstances or additional research required], I am unable to meet the original deadline.

I am committed to ensuring the quality of my work, and I believe that an extension of [number of days/weeks requested] would allow me the necessary time to improve upon the manuscript significantly. I kindly ask for your understanding in granting this request.

Thank you for considering my request. I look forward to your positive response. Please feel free to contact me at your earliest convenience if you require any additional information.

Sincerely,

[Your Name]

[Your Position/Title, if applicable]