

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Organization'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 publication of my manuscript titled "[Title of Manuscript]" currently under review.

Due to [briefly explain reason for the request, e.g., unforeseen circumstances, additional research needed], I kindly ask for an additional [number of weeks or months] to complete the necessary revisions.

I believe that this additional time will greatly enhance the quality of my submission and ensure that it meets the standards of your esteemed publication.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Institution or Organization]