

Inquiry for Extension of Publication Submission Date

Dear [Editor's Name],

I hope this message finds you well. I am writing to inquire about the possibility of extending the submission date for the upcoming publication [Title of Publication/Journal Name] originally due on [Original Due Date].

Due to [briefly explain reason, e.g., unforeseen circumstances, additional research needed, etc.], I am unable to meet the current deadline and would greatly appreciate any consideration for an extension.

If possible, I would kindly request an extension of [number of weeks or specific new date]. I believe this additional time will allow me to enhance the quality of my submission significantly.

Thank you very much for considering my request. I look forward to your favorable response.

Sincerely,

[Your Name]

[Your Position/Title]

[Your Institution/Organization]

[Your Email Address]

[Your Phone Number]