

Justification for Extending Publication Period

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Organization Name]

[Organization Address]

Dear [Recipient's Name],

I am writing to formally request an extension of the publication period for [specific publication or project name]. Due to [briefly explain reason, e.g., unforeseen circumstances, additional research needed, etc.], we believe that additional time will ensure a more comprehensive and high-quality final product.

The original deadline is set for [original deadline], and we are requesting an extension until [requested new deadline]. This additional time would allow us to [explain what you aim to achieve with the extension, e.g., gather more data, incorporate feedback, etc.].

We appreciate your consideration of this request and are confident that the extension will ultimately benefit the publication.

Thank you for your understanding. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]