

Request for Publication Deadline Extension

From: [Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Current Date]

To: [Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request an extension for the publication deadline for [specific project/paper title] originally due on [original deadline date].

Due to [brief explanation of reasons, e.g., unforeseen circumstances, additional research needed], I am unable to meet the initial deadline. I am committed to maintaining the quality of the work and would appreciate your understanding in granting an extension.

If possible, I would like to request an extension of [number of days/weeks needed] to complete the project. I believe this additional time will allow me to present a more thorough and polished piece.

Thank you for considering my request. I look forward to your understanding and am happy to discuss this matter further.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]