

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Editor's Name]

[Publication Name]

[Publication Address]

[City, State, ZIP Code]

Dear [Editor's Name],

I hope this message finds you well. I am writing to formally request an extension on the publication date for my article titled "[Article Title]," originally scheduled for publication on [Original Publication Date].

Due to [briefly explain reason for the request, e.g., unforeseen circumstances, need for additional research, etc.], I believe that additional time would enhance the quality of my submission. I am committed to delivering a polished piece that meets the standards of [Publication Name].

I kindly request an extension of [number of weeks/months] to complete my revisions. I appreciate your consideration of my request and assure you that I value the opportunity to publish in [Publication Name].

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

Sincerely,

[Your Name]

[Your Position, if applicable]