

Letter of Appeal for Submission Deadline Extension

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Institution/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an extension on the deadline for [specific assignment/project name], originally due on [original due date]. Due to [briefly explain reason, e.g., unforeseen circumstances, personal issues, etc.], I find myself unable to complete the work by the initial deadline.

Given the circumstances, I kindly ask if it would be possible to extend the deadline to [proposed new deadline]. I believe that with this additional time, I can deliver a submission that meets the expected standards.

I appreciate your understanding and consideration of my request. I look forward to your positive response.

Thank you for your time.

Sincerely,

[Your Name]