

Request for Deadline Extension

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an extension for the deadline of [specific assignment or project name], originally due on [original due date]. Unfortunately, I have encountered [briefly explain the compassionate reason, e.g., personal illness, family emergency], which has hindered my ability to complete the work on time.

I have always strived to meet deadlines and maintain the quality of my work, so it is with sincere regret that I find myself in this situation. I am therefore kindly asking if it would be possible to extend the deadline to [proposed new due date]. This additional time would significantly help me in ensuring that I can produce work that meets both my standards and your expectations.

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

Thank you very much.

Sincerely,
[Your Name]
[Your Contact Information]