

Letter of Justification for Extended Deadline Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's 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 task or project], which is currently due on [original deadline date].

Due to [brief explanation of the circumstances that led to the request, e.g., unforeseen personal issues, health concerns, workload challenges], I have encountered difficulties that have hindered my ability to complete the work by the original deadline.

I am committed to delivering high-quality work, and I believe that an extension would allow me to [explain how the extension will improve the quality of the work]. I would greatly appreciate it if you could grant me an extension until [proposed new deadline date].

Thank you for considering my request. I am hopeful for your understanding and I look forward to your response.

Sincerely,

[Your Name]