

Notification for Deadline Extension

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Request for Deadline Extension

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an extension on the deadline for [specific project or assignment name] originally due on [original due date]. Due to [briefly explain reason, e.g., unforeseen circumstances, personal challenges], I am unable to meet the original deadline.

I kindly ask for an extension of [number of days/weeks] until [new requested deadline]. This additional time will enable me to deliver the quality of work expected and ensure that all aspects of the project are thoroughly addressed.

Thank you for considering my request. I appreciate your understanding and support in this matter. Please let me know if we can discuss this further or if additional information is needed.

Sincerely,

[Your Name]

[Your Position, if applicable]

[Your Contact Information]