

Request for Deadline Extension

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization/University 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] due on [original deadline date]. Due to [brief explanation of personal circumstances, e.g., health issues, family emergencies, etc.], I am unable to complete the work by the original deadline.

I am committed to maintaining the quality of my work and therefore kindly ask for an extension of [number of days/weeks] to complete the assignment. This additional time will allow me to ensure that I submit work that reflects my best efforts and meets the required standards.

I greatly appreciate your understanding and consideration of my request. Please let me know if you need any additional information or documentation regarding my circumstances.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]