

# Application for Deadline Extension

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

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

I kindly request an extension of [number of days/weeks] to allow me the necessary time to complete the work to the best of my abilities. I believe this additional time will greatly enhance the quality of my submission.

Thank you very much for considering my request. I appreciate your understanding and support. Please let me know if you require any additional information or if we could discuss this further.

Sincerely,

[Your Name]