

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 upcoming deadline for [specific assignment/project name], originally due on [original due date].

Due to [explain the circumstances leading to the request, e.g., unforeseen personal issues, health concerns, workload], I am unable to meet the deadline as planned. I have been making every effort to complete the work on time but unfortunately, [provide brief explanation].

I kindly ask for an extension until [proposed new deadline]. I believe this additional time will allow me to deliver the quality of work that meets both your expectations and the standards of [course/project].

I appreciate your understanding and consideration regarding this matter. Please let me know if you require any further details or documentation to support my request.

Thank you for your time.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Position/Title if applicable]