

# **Subject: Request for Extension on Past Due Project Submission**

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an extension on the submission of the [Project Name] project, which was due on [Original Due Date]. Unfortunately, due to [briefly explain reason, e.g., unforeseen circumstances, illness, etc.], I was unable to complete the project by the deadline.

I have been working diligently on the project and am committed to maintaining the quality of my work. Therefore, I kindly ask for an extension of [number of days/weeks] to fully complete and submit the project. I believe this additional time will allow me to deliver the best possible outcome.

I understand the importance of meeting deadlines and appreciate your consideration of my request. Please let me know if this extension can be granted or if there is any further information you need from my side.

Thank you very much for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]