

# Request for Extension on Overdue Library Books

Dear [Librarian's Name],

I hope this message finds you well. I am writing to kindly request an extension for the overdue books I have borrowed from the library, specifically [list the titles or book IDs].

Due to [brief explanation of the reason, e.g., unforeseen personal circumstances, travel plans, etc.], I have been unable to return these items on time. I genuinely appreciate the resources provided by our library and would like to continue utilizing them for a little longer.

If possible, I would greatly appreciate an extension of [number of days/weeks] on the due dates. I assure you that I will return the books promptly by the new deadline.

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

Sincerely,

[Your Name]

[Your Library Card Number]

[Your Contact Information]