

# Formal Petition for Delayed Review Deadline

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Organization's Name]

[Organization's 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 review deadline originally set for [original deadline date] regarding [specific project or submission]. Due to [brief explanation of reasons, e.g., unforeseen circumstances, additional research requirements, etc.], I believe that an extension would be beneficial in ensuring a comprehensive and well-prepared submission.

I kindly ask for your consideration in extending the review deadline to [proposed new deadline]. I appreciate your understanding and support in this matter and am confident that this additional time will result in a more thorough and impactful outcome.

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

Sincerely,

[Your Name]

[Your Position, if applicable]