

Submission Request for Extended Review Timeframe

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an extension of the review timeframe for [specific submission, e.g., my manuscript titled "Title of Manuscript"] submitted on [Submission Date].

Due to [brief explanation of reasons for extension request, e.g., unforeseen circumstances, additional research needed, etc.], I believe that additional time would enable me to enhance the quality of my submission significantly.

Therefore, I kindly request an extension of [number of weeks/days] to revise and resubmit my work. I appreciate your understanding and consideration of my request.

Thank you for your attention to this matter. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Institution/Organization]

[Your Contact Information]