

Dear [Editor's Name],

I hope this message finds you well. I am writing to request an extension for the review of the manuscript titled "[Manuscript Title]" (Manuscript ID: [ID Number]). Due to [brief explanation of reasons, e.g., unforeseen personal circumstances, workload, etc.], I am unable to complete the review by the original deadline of [original deadline date].

I greatly value the opportunity to contribute to the review process and want to ensure that I provide a thorough assessment of the manuscript. Therefore, I kindly ask if it would be possible to extend the deadline to [proposed new deadline date].

Thank you very much for considering my request. I appreciate your understanding and support.

Best regards,

[Your Name]

[Your Institution]

[Your Email Address]

[Your Phone Number]