

Dear [Reviewer's Name],

I hope this message finds you well. I am writing to inform you that due to unforeseen personal commitments, I will need to reschedule the review assignment originally due on [Original Due Date].

I apologize for any inconvenience this may cause and appreciate your understanding in this matter. I am committed to providing quality feedback and would like to request an extension until [New Proposed Due Date].

Thank you for your consideration. Please let me know if this new timeline works for you.

Best regards,

[Your Name]

[Your Position]

[Your Institution/Organization]