

Request for Extension on Research Project

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Recipient Title or Position]

[Institution/Organization Name]

[Address Line 1]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request an extension for my research project titled "[Project Title]," originally due on [Original Due Date]. Due to [briefly explain your reasons, e.g., unexpected academic commitments, personal circumstances], I am unable to meet the deadline as previously scheduled.

In order to maintain the quality and integrity of my research, I kindly ask for an extension of [number of weeks/months] to complete my project. I believe this additional time will allow me to produce work that meets both my own standards and the expectations of our institution.

Thank you very much for considering my request. I am happy to discuss this matter further at your convenience and provide any additional information you may need.

Sincerely,

[Your Full Name]

[Your Position/Title, if applicable]

[Your Department, if applicable]