

Request for Extension and Additional Funding

Date: [Insert Date]

To: [Funding Agency/Organization Name]

From: [Your Name]

Title: [Your Position]

Institution: [Your Institution Name]

Email: [Your Email]

Phone: [Your Phone Number]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an extension for the [Project Title] research project, which is currently funded by [Funding Agency/Organization Name]. Due to [brief explanation of the reasons for the extension request], we believe that additional time will be essential for the successful completion of our project objectives.

Furthermore, we would like to request additional funding to support the extended timeline. The additional funds will be allocated towards [specific needs, e.g., personnel costs, materials, equipment, etc.]. We are confident that with the requested extension and funding, we will be able to achieve our goals and deliver significant contributions to [related field/area].

We appreciate your consideration of our request and would be happy to provide any further information or documentation required. Thank you for your ongoing support of our research efforts.

Sincerely,

[Your Name]

[Your Position]

[Your Institution Name]