

[Your Name]

[Your Position]

[Your Institution]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Institution]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an extension for our research project titled "[Project Title]" originally scheduled to conclude on [Original End Date]. Due to [brief explanation of the reasons for the extension, e.g., unforeseen circumstances, necessary adjustments, collaborator availability], we believe that additional time is essential to ensure the quality and success of our findings.

We are committed to maintaining the integrity of our collaborative work and ensuring that all contributions are well-integrated. Therefore, we kindly request an extension of [duration of extension] to accommodate these adjustments. We are confident that this additional time will allow us to achieve our collective goals more effectively.

Thank you for considering our request. We appreciate your understanding and look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Institution]