

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Institution/Organization Name]

[Address]

[City, State, Zip Code]

Subject: Request for Extension on Research Project Data Collection

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an extension on the timeline for data collection for my research project titled "[Project Title]." The original deadline for data collection was set for [Original Deadline Date]. Due to unforeseen delays and challenges faced during the data collection process, I believe that additional time is necessary to ensure the integrity and completeness of the research.

Specifically, [briefly explain the reasons for the delays, e.g., participant recruitment issues, equipment malfunction, etc.]. These challenges have hindered my ability to gather the necessary data within the original timeframe.

In light of these circumstances, I kindly request an extension of [number of weeks or months] to adequately complete the data collection process. I am committed to maintaining the quality and thoroughness of my research and believe that this additional time will be crucial in achieving that goal.

Thank you for considering my request. I greatly appreciate your understanding and support. Please let me know if you require any additional information or documentation regarding my project or the issues encountered.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]

[Your Institution/Organization]