

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Title/Position]

[Institution/Organization Name]

[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 my research project titled "[Project Title]," originally due on [Original Due Date]. Due to unforeseen circumstances, including [briefly describe the circumstances, e.g., medical issues, personal emergencies, etc.], I am unable to complete my work by the deadline.

I have made significant progress on the project; however, these unexpected events have hindered my ability to finalize my research and analysis. Therefore, I kindly request an extension of [Number of Weeks/Months] to ensure that I can deliver a thorough and high-quality project.

Thank you for considering my request. I appreciate your understanding and support. Please let me know if you need any further information regarding this matter.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]

[Your Institution/Organization Name, if applicable]