

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request an extension for the [Research Project Title] under grant [Grant Number]. Due to [brief explanation of reasons for the extension request], I believe that additional time is necessary to complete the project successfully.

The original deadline for this project is [Original Deadline]. I am requesting an extension of [Number of Weeks/Months] to ensure that we can achieve the project's objectives and deliver the expected outcomes.

I appreciate your understanding and consideration of this request. Please let me know if you require any further information or documentation to support my request.

Thank you for your attention to this matter. I look forward to your favorable response.

Sincerely,

[Your Name]

[Your Position]

[Your Institution]