

Request for Extension of Research Project

Date: [Insert Date]

To: [Mentor's Name]
[Mentor's Position]
[Institution/Organization Name]

Dear [Mentor's Name],

I hope this message finds you well. I am writing to formally request an extension for my research project titled "[Project Title]" due to [briefly explain reasons, e.g., unforeseen circumstances, additional data needed, etc.].

Despite my best efforts to adhere to the original timeline, [provide a brief explanation of challenges faced]. I believe that with a little more time, I can enhance the quality and depth of my research.

I am therefore kindly requesting an extension of [number of weeks/months] to complete this project. I am committed to maintaining the high standards expected and believe this additional time will significantly benefit the outcomes of my research.

Your guidance and support would be invaluable during this period, and I would greatly appreciate any assistance or advice you could provide. I am open to discussing this matter further at your convenience.

Thank you for considering my request. I look forward to hearing from you soon.

Sincerely,
[Your Name]
[Your Position/Title]
[Your Institution/Organization Name]
[Your Contact Information]