

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Institution/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient 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 personal health reasons. Unfortunately, I have been facing health challenges that have significantly impacted my ability to complete the project on time.

I am committed to maintaining the quality of my work, and I believe that an extension would allow me to fully recover and effectively contribute to the research. Therefore, I kindly request an extension of [number of weeks/months] to complete the project by [Proposed New Due Date].

Thank you for considering my request. I appreciate your understanding and support during this challenging time. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Position or Title, if applicable]