

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Institution or Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request an extension for my research project titled "[Project Title]," which is due on [Original Due Date]. Due to unforeseen technical issues that have arisen, I am unable to complete the project within the original timeframe.

Despite my best efforts to resolve these issues, including [briefly describe attempts to mitigate the issues], I find myself needing additional time to ensure the project meets the standards expected by [Institution or Organization Name].

I would greatly appreciate an extension of [number of weeks or months] to [New Proposed Due Date]. This additional time will allow me to address the technical challenges and complete the project to the best of my ability.

Thank you for considering my request. I hope to hear from you soon.

Sincerely,

[Your Name]