

Request for Extension Due to Late Submission

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title/Position]

[Company/Organization Name]

[Address of Recipient]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request an extension for the submission of [specific assignment or document] that was originally due on [original due date].

Unfortunately, due to [briefly explain the reason for the delay], I am unable to meet the initial deadline. I understand the importance of timely submissions and assure you that this request is made purely out of necessity.

I kindly ask for an extension of [number of days/weeks] to complete the [assignment/document]. I believe that this additional time will allow me to deliver work that meets the standards expected.

Thank you for considering my request. I look forward to your understanding and support. Please let me know if you require any further information.

Sincerely,

[Your Name]