

Letter of Appeal for Additional Time on Project Submission

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title/Position]

[Organization/Institution 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 submission of my project titled "[Project Title]," originally due on [Original Due Date]. Due to [briefly explain reason, e.g., unforeseen circumstances, personal challenges, etc.], I am unable to complete the project to the best of my ability by the deadline.

In light of these circumstances, I kindly request an extension of [number of days/weeks] which I believe will allow me the necessary time to deliver a project that meets the standards expected. I assure you that I am committed to maintaining the quality of my work.

Thank you for considering my request. I appreciate your understanding and support. I look forward to your favorable response.

Sincerely,

[Your Name]