

Request for Extension Due to Hardship

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Institution/Organization Name]

[Institution/Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request an extension for [specific task, assignment, or deadline] originally due on [original due date]. Due to recent challenges related to my mental health, I find myself in a position where I am unable to complete this task to the best of my abilities by the expected deadline.

Over the past [duration of time], I have been facing significant mental health struggles, which have impacted my capacity to focus and engage with my work effectively. Despite my efforts to seek help and manage my condition, I have realized that I need additional time to ensure that I can deliver work that meets both my standards and those expected by [institution/organization name].

I would greatly appreciate it if you could grant me an extension until [proposed new due date]. I believe that with this additional time, I will be able to recover sufficiently and produce the quality of work that is required.

Thank you for considering my request. I am happy to provide any necessary documentation to support my case and am willing to discuss this matter further at your convenience.

Sincerely,

[Your Name]