

Subject: Request for Hardship Extension

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a hardship extension due to unforeseen family emergencies that have significantly impacted my ability to meet deadlines.

Recently, [Briefly describe the family emergency, e.g., "a family member was diagnosed with a serious illness, requiring my constant support and attention"]. This unforeseen circumstance has made it increasingly difficult for me to manage my responsibilities effectively.

Given these challenges, I kindly ask for an extension of [specify duration, e.g., "two weeks"] for [specific obligations, e.g., "the upcoming project submission or assignment"]. This additional time will allow me to navigate this situation while also fulfilling my commitments to the best of my ability.

I appreciate your understanding and consideration of my request. Please let me know if you require any further information or documentation regarding my circumstances.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Address]