

Request for Extension of Time Due to Force Majeure

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request an extension of time for [describe the specific task, project, or deadline] due to unforeseen circumstances classified as force majeure. These circumstances include [briefly explain the situation, such as natural disasters, pandemic-related issues, etc.], which have significantly impacted my ability to meet the original deadline of [original deadline date].

Given these circumstances, I kindly request an extension of [number of days/weeks] to complete the necessary work. I believe that this additional time will allow me to fulfill the requirements to the best of my ability while adhering to quality standards.

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

Thank you for your attention to this important issue. I look forward to your prompt response.

Sincerely,

[Your Name]