

Professional Extension Request Letter

Subject: Request for Extension

Dear [Recipient Name],

I am writing to request an extension for the deadline related to [specific project or task]. Due to [reason], additional time is required to ensure the quality and completeness of our deliverables.

We kindly request an extension until [new deadline date] and appreciate your understanding and consideration. Please let us know if this is acceptable.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

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