

# Request For Extension Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Designation/Position]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Subject: Request for Extension

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request an extension for [reason for the extension]. The original deadline for [task/project] is fast approaching, and I am afraid I will not be able to complete it within the given timeframe due to unforeseen circumstances and additional complexities.

I take full responsibility for this situation and understand the importance of adhering to deadlines. However, I believe that an extension is necessary to ensure the quality and accuracy of the work. I have put in considerable effort and progress into the task, and with a little more time, I am confident that I can deliver the expected results.

I kindly request an extension of [number of days/weeks] to complete the [task/project]. I assure you that I will utilize this additional time diligently and efficiently to accomplish the task to the best of my ability.

I understand that granting an extension is subject to your approval, and I want to assure you that I

am committed to minimizing any inconvenience this may cause. If granted the extension, I will keep you updated on the progress and provide any necessary information during this period.

Thank you for considering my request. I appreciate your understanding and support in this matter. If you require any further information or have any questions, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Looking forward to your favorable response.

Sincerely,

[Your Name]