

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Extension on Submission Due Date

I hope this message finds you well. I am writing to formally request an extension on the submission due date for [specific project, report, grant application, etc.], originally due on [original due date].

Due to [brief explanation of the reason for the request, e.g., unforeseen circumstances, additional data needed, etc.], we believe that an extension would allow us to present a more comprehensive and effective [project/report].

We kindly ask for an extension of [number of days/weeks] which would allow us to submit by [proposed new due date]. We sincerely appreciate your understanding and support regarding this matter.

Thank you for considering our request. We are committed to maintaining the integrity of our work and look forward to your favorable response.

Warm regards,

[Your Name]

[Your Title]

[Your Organization]

[Your Phone Number]

[Your Email Address]