

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title]
[Organization/Institution Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request an extension for the submission of [specific documents, e.g., my thesis, project report, application forms] originally due on [original due date]. Due to [briefly explain reason for the delay, e.g., unforeseen circumstances, personal issues, or workload], I have been unable to complete and submit the documents by the deadline. I understand the importance of adhering to deadlines, and I assure you that this request is made purely out of necessity.

I kindly ask if you could grant me an extension until [proposed new due date] to finalize and submit my [documents]. I am committed to maintaining the quality of my work and ensuring it meets the required standards.

Thank you for considering my request. I appreciate your understanding and support. Please let me know if you need any further information or documentation regarding my situation.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]