

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Organization/Institution Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an extension for my LFA submission deadline. The original deadline is set for [Original Deadline Date], and I would like to request an extension until [Requested Extension Date].

Due to [brief explanation of the circumstances leading to your request, e.g., unforeseen personal challenges, health issues, or additional research needed], I believe that additional time will enable me to submit a higher quality and more comprehensive LFA.

I understand the importance of adhering to deadlines and appreciate your consideration of my situation. If needed, I am willing to discuss this matter further or provide additional documentation to support my request. Thank you for your understanding and support. I look forward to your positive response.

Sincerely,

[Your Name]
[Your Position/Title, if applicable]
[Your Organization/Institution Name, if applicable]