

Professional Extension Request Letter

Subject: Request for Extension of Deadline

Dear [Recipient Name],

I hope this message finds you well. I am writing to request an extension for the submission of [Project/Assignment Name] originally due on [Original Deadline]. Due to an unusually high workload and unforeseen circumstances, I am unable to complete the task by the original deadline.

I kindly request an extension of [Number of Days/Weeks] to ensure the work meets the required standards. I sincerely apologize for any inconvenience this may cause and appreciate your understanding.

Thank you for considering my request.

Best regards,

[Your Name]

[Contact Information]

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