

Sample Formal Letter for Extension of Deadline Due to Unforeseen Circumstances

[Your Name]
[Your Position, if applicable]
[Your Company/Organization, if applicable]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position]
[Recipient's Company/Organization]
[Recipient's Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally request an extension for the deadline of [describe the task/project], originally set for [original deadline date]. Unfortunately, due to unforeseen circumstances-specifically, [briefly explain the nature of the unforeseen event, e.g., a health issue, family emergency, technical difficulties, etc.]-I am unable to complete the required work by the stipulated date.

I am committed to maintaining the quality and integrity of my work, and after carefully evaluating the remaining tasks, I kindly request an extension until [proposed new deadline]. I believe that this additional time will allow me to address all outstanding issues and deliver the project at the expected standard.

I sincerely apologize for any inconvenience this may cause and greatly appreciate your understanding and consideration. Please let me know if you require any documentation or further information regarding this request.

Thank you very much for your time and understanding.

Sincerely,
[Your Name]