

Sample Formal Letter for Extension of Deadline (Personal Reasons)

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

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

Dear [Recipient's Name],

I am writing to formally request an extension for the deadline of [name of task/project/assignment], originally due on [original deadline date]. Due to unforeseen personal circumstances, I am unable to meet the current deadline and kindly ask for additional time to complete the necessary work.

The reason for my request is [briefly explain your personal situation, e.g., a family emergency, health concern, or other personal matter], which has temporarily affected my capacity to fulfill my obligations as planned. I assure you that I am making every possible effort to manage my responsibilities and minimize the delay.

I respectfully request an extension until [proposed new deadline] to allow adequate time for the completion of the task. I am committed to ensuring that the quality of my work will not be compromised and will take all necessary steps to meet the revised deadline.

I sincerely apologize for any inconvenience this may cause and appreciate your understanding and consideration of my request. Please let me know if there is any further information you require or if alternative arrangements need to be discussed.

Thank you very much for your attention to this matter.

Yours sincerely,
[Your Name]