

[Your Name]
[Your Position/Title]
[Your Organization/Department, if applicable]
[Address or Email Address]
[Date]

[Recipient's Name]
[Recipient's Position/Title]
[Recipient's Organization/Department]
[Recipient's Address]

Subject: Request for Extension of Deadline Due to Technical Difficulties

Dear [Recipient's Name],

I am writing to formally request an extension for the deadline regarding [specific project, assignment, or task name], originally scheduled for submission on [original deadline date].

Unfortunately, I have encountered unexpected technical difficulties, specifically [briefly describe the technical issue, e.g., system failure, software malfunction, connectivity problems], which have significantly impacted my ability to complete the task on time. I have been in contact with technical support and have taken all possible measures to resolve the issue promptly. However, the nature of the problem has caused unavoidable delays in my progress.

In order to ensure that the final submission meets the required quality standards, I respectfully request an extension of [number of days/weeks] to allow sufficient time to address the technical issues and complete the project to the best of my ability. I understand the importance of adhering to deadlines and assure you that I am committed to resolving these issues as quickly as possible.

I appreciate your understanding and consideration of my situation. Please let me know if any additional information is required or if there are any alternative solutions you would suggest. I look forward to your favorable response.

Thank you for your attention to this matter.

Sincerely,
[Your Name]