

# Sample Formal Letter for Extension of Deadline for Project Submission

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

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

## **Subject: Request for Extension of Deadline for Project Submission**

Dear [Recipient's Name],

I am writing to formally request an extension of the deadline for the submission of my project, titled “[Project Title]”, which was originally due on [Original Due Date]. Due to [briefly explain the reason, e.g., unforeseen circumstances, illness, the need for further research, etc.], I am unable to complete the project by the stipulated deadline.

In order to ensure the quality and thoroughness of my work, I kindly request an extension until [Proposed New Deadline]. I am committed to utilizing this additional time to address all feedback, conduct further research as required, and deliver a comprehensive and well-prepared project.

I sincerely apologize for any inconvenience this may cause and greatly appreciate your consideration of my request. Please let me know if you require any additional information or documentation to support this request.

Thank you very much for your understanding and support.

Sincerely,  
[Your Name]