

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

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

Subject: Request for Extension of Project Submission Deadline

Dear [Recipient's Name],

I am writing to formally request an extension for the submission of my project, originally due on [original deadline date]. Unfortunately, due to an unforeseen family emergency, I am currently facing circumstances that have temporarily impacted my ability to complete the project within the stipulated timeframe.

Please be assured that I remain fully committed to maintaining the quality and standards expected for this project. However, the situation at home has necessitated my urgent attention and has limited the time and resources I can dedicate to finalizing the work as planned.

I kindly request an extension of [number of days/weeks] to allow me to address these personal matters and complete the project to the best of my ability. I am confident that, with this additional time, I will be able to submit work that meets or exceeds the expected quality.

I sincerely apologize for any inconvenience this may cause and appreciate your understanding and support during this challenging time. Please let me know if you require any additional information or documentation regarding my situation.

Thank you very much for considering my request. I look forward to your positive response.

Yours sincerely,
[Your Name]