

# Formal Letter for Requesting Extension Due to Medical Reasons

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Recipient's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally request an extension for [specify the task, assignment, project, or deadline] due to unforeseen medical reasons. Unfortunately, I have been unwell and under the care of a medical professional, which has significantly impacted my ability to complete the required work by the original deadline of [original deadline date].

My doctor has advised me to take necessary rest and focus on recovery before resuming my tasks. I have attached a medical certificate from my healthcare provider for your reference and understanding.

In light of these circumstances, I kindly request an extension until [requested extension date] to ensure that I can complete the task to the best of my ability. I assure you of my commitment to meet all requirements and resume my responsibilities promptly upon my recovery.

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

Thank you very much for your consideration.

Yours sincerely,

[Your Name]