

Formal Letter Template: Request for Extension of Assignment Deadline (Personal Reasons)

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

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

Dear [Recipient's Name],

I am writing to respectfully request an extension for the deadline of [assignment name or project title], which is currently due on [original due date]. Due to unforeseen personal circumstances, I am unable to complete the assignment by the given deadline.

[Briefly explain your personal reason, e.g., "I have been dealing with a family emergency that has required my immediate attention," or "I have experienced a medical issue that has temporarily affected my ability to focus on my academic/work responsibilities."]

In light of these circumstances, I kindly request an extension until [proposed new deadline] to ensure I can complete the assignment to the best of my abilities. I assure you that I am making every effort to manage my commitments, and I remain dedicated to maintaining the quality of my work.

I understand the importance of adhering to deadlines and apologize for any inconvenience this request may cause. Thank you very much for your understanding and consideration of my situation.

Please let me know if you require any additional information or documentation regarding my circumstances.

Sincerely,
[Your Name]