

Sample Formal Letter for Extension of Deadline Because of Technical Issues

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

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

Dear [Recipient's Name],

I am writing to formally request an extension for the deadline of [name of project, assignment, or task], which was originally due on [original deadline date]. Unfortunately, I have encountered unforeseen technical issues that have hindered my ability to complete the work on time.

The primary technical difficulties I have faced include [briefly describe the technical issues, e.g., system malfunctions, software failures, data loss, or internet connectivity problems]. Despite my efforts to resolve these problems promptly, they have significantly impacted my progress.

I am committed to submitting high-quality work and believe that an extension will allow me to meet the required standards. I respectfully request an extension until [proposed new deadline] to ensure that I can complete the task/project successfully.

I appreciate your understanding and consideration in this matter. Please let me know if any further information is required or if I can assist in any way to mitigate the delay.

Thank you for your attention to this request. I look forward to your response.

Sincerely,
[Your Name]