

[Your Name]
[Your Position/Designation]
[Department/Organization]
[Date]

[Recipient's Name]
[Recipient's Position/Designation]
[Department/Organization]

Subject: Request for Extension of Report Submission Deadline Due to Illness

Dear [Recipient's Name],

I am writing to formally request an extension for the submission of the [Name of Report] originally due on [Original Due Date]. Unfortunately, I have been unwell due to an unforeseen illness, which has significantly hampered my ability to complete the report within the stipulated deadline. I have attached the relevant medical documentation for your reference.

As much as I understand the importance of adhering to deadlines, my current health condition has made it physically challenging to finalize the report to the standard of quality expected. I am committed to fulfilling my responsibilities and ensuring the comprehensiveness and accuracy of the report once my health improves.

In view of these circumstances, I kindly request an extension of [Number of Days/Weeks] to submit the report. I assure you that I will utilize this additional time efficiently to complete the work and submit it as soon as possible.

I sincerely apologize for any inconvenience this may cause and appreciate your understanding and support regarding this matter. Please let me know if you require any further information or documentation.

Thank you very much for your consideration.

Yours sincerely,
[Your Name]