

Apology Letter for Deadline Extension Request

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

[Recipient Name]
[Recipient Position/Title]
[Recipient Department/Organization]

Dear [Recipient Name],

I am writing to sincerely apologize for my inability to meet the deadline for [Project/Task Name], which was originally set for [Original Deadline Date]. I understand the importance of timely completion and the impact that any delay may have on your schedule and the organization's objectives.

The delay has been caused by [briefly explain reason for delay, e.g., unforeseen circumstances, unexpected workload, illness, etc.]. I have taken all possible steps to manage my tasks efficiently; however, despite my best efforts, I realize that I will not be able to complete the project/task as initially planned.

I kindly request an extension of [number of days/weeks] to allow me to complete the work to the quality standards expected. I assure you that I am fully committed to finishing the project/task within the requested extension period.

I deeply regret any inconvenience this may cause and appreciate your understanding and consideration of my request. Please let me know if further information is needed or if there are additional steps I can take to mitigate the impact of this delay.

Thank you very much for your time and understanding.

Sincerely,
[Your Name]