

Sample Formal Letter for Extension of Deadline Due to Medical Emergency

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

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

Dear [Recipient's Name],

I am writing to formally request an extension for the deadline of [project, assignment, or task name], which is currently due on [original deadline].

Unfortunately, I have recently experienced a medical emergency that has significantly impacted my ability to complete my responsibilities within the expected timeframe. I have attached relevant documentation from my healthcare provider to verify my condition, should you require it.

I deeply regret any inconvenience this may cause and sincerely apologize for the disruption. I am committed to fulfilling my obligations and maintaining the quality of my work. Therefore, I respectfully request an extension of [number of days/weeks] until [proposed new deadline] to allow for my adequate recovery and to ensure I can deliver my best work.

I appreciate your understanding and consideration of my situation. Please let me know if you need any additional information or if there are further steps I should follow regarding this request.

Thank you very much for your attention and support.

Sincerely,
[Your Name]