

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

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

Subject: Request for Extension to Submit Documents Due to Technical Issues

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request an extension for the submission of [mention specific documents] that are due on [original due date].

Unfortunately, I have encountered unforeseen technical difficulties while attempting to prepare and submit the required documents. Specifically, [briefly explain the technical problem, e.g., "my computer experienced a system failure," or "there were server issues with the submission platform"]. These issues have prevented me from completing the submission process by the stipulated deadline, despite my best efforts to resolve them in a timely manner.

I kindly request an extension until [proposed new deadline] to allow sufficient time for addressing the technical problems and ensuring that all documents are submitted accurately and completely. Please be assured of my commitment to fulfilling this obligation as soon as the issue is resolved. I am attaching any relevant evidence of the technical difficulties for your reference.

I sincerely apologize for any inconvenience this delay may cause and appreciate your understanding and consideration of my request. Should you need any additional information or documentation regarding this situation, please feel free to contact me.

Thank you for your attention to this matter.

Yours sincerely,
[Your Name]