

Sample Formal Letter for Extension of Deadline at Workplace

Subject: Request for Extension of Deadline for [Project/Task Name]

Date: [Date]

To: [Supervisor/Manager's Name]

[Their Position]

[Company/Organization Name]

[Company Address]

Dear [Supervisor/Manager's Name],

I am writing to formally request an extension of the deadline for [project/task name], originally scheduled for completion on [original deadline date]. Due to [briefly state the reason, e.g., unforeseen challenges, delay in receiving essential resources, additional research required, etc.], I am concerned that meeting the original deadline may compromise the quality of the final outcome.

I have been making every effort to adhere to the timeline, including [mention any actions taken to stay on track or mitigate delay]. Despite these efforts, the circumstances outlined above have caused unavoidable delays.

In order to ensure that the work meets our standards of quality and delivers optimal results, I kindly request an extension of [number of days/weeks] until [proposed new deadline]. I assure you that I will use the additional time efficiently to complete the task to the best of my ability.

I understand the importance of adhering to project schedules and assure you that I remain committed to upholding our organizational standards and objectives. I am also open to discussing alternative solutions or adjusting priorities as needed.

Thank you very much for considering my request. I look forward to your understanding and guidance on the way forward.

Sincerely,

[Your Name]

[Your Position/Department]

[Contact Information]