Your Name

Street Address

City, ST ZIP Code

Date

Recipient Name

Title

Company Name

Street Address

City, ST ZIP Code

Dear Recipient Name:

I am writing to request an extension in the deadline for our XYZ report. As you have been informed, HR has selected me to attend the 3-day long ABC Seminar in Karachi next week. As a result, I will be unable to work on the report during this time. I, therefore, request you to extend my deadline to the 16th of March.

Kindly let me know if you would like to discuss the matter in person. I look forward to your response.

Sincerely,

Your Name

Enclosure