

Notification Seeking Delay in Filing Documentation

Date:

To,
The [Authority/Department Name],
[Office Address]

Subject: Request for Delay in Filing Documentation

Respected Sir/Madam,

I, , holding the position of at , wish to bring to your attention that due to , I am unable to submit the required documentation by the prescribed deadline.

I kindly request an extension of for the submission of the concerned documents. I assure you that all necessary paperwork will be completed and filed by the extended deadline.

I apologize for any inconvenience caused and request your kind consideration.

Thank you for your attention.

Yours sincerely,