

## Notification Seeking Delay in Filing Documentation

Date: [Redacted]

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

Subject: Request for Delay in Filing Documentation

Respected Sir/Madam,

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

I kindly request an extension of [Redacted] 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,

[Redacted]  
[Redacted]  
[Redacted]