Subject: Request for 1-day deadline extension for Technical Brief

Dr Micheal,

I hope this email finds you well. I am writing to discuss the status of the technical brief that you requested from me.

Over the past two days, I encountered a critical bug in our codebase, which has significantly impacted my progress on the technical brief. As you are aware, this document is a key component of our organization's strategic plan for the new product, and I want to ensure that it is accurate and well-prepared.

Due to the unexpected bug and the time needed to fix it, I regret to inform you that I will not be able to meet the original deadline for the technical brief, which was scheduled for tomorrow. I understand the importance of this document to our strategic planning process, and I am committed to delivering a high-quality brief that meets your expectations.

With that in mind, I kindly request a 1-day extension to finalize the technical brief. This extra time will enable me to ensure the document's accuracy and completeness, and it will better align with the strategic planning timeline.

I want to emphasize the importance of this request, as it directly impacts the quality and effectiveness of our strategic planning efforts for the new product. Your understanding and support in granting this extension would be greatly appreciated.

Thank you for your understanding, and I apologize for any inconvenience this may cause. If you have any questions or need further information, please do not hesitate to reach out to me.

Sincerely,

Akingbade Alamin

Junior Software Engineer