To:Manager@gmail.com

CC:

Subject: Delay in completion of task.

Dear John,

I hope your week is going well.

With due respect, I would like to inform you that the task which is assigned to me, I will not be able to complete on 2nd September because it requires some inputs from the testing team. I have also informed about this issue to the testing team leader as well but I didn’t get any response yet.

Hence I request you to provide the inputs and extend three more days to complete the task.

Thanks and Regards,

Satya.