Respected madam/sir,

Subject: Requesting an extension of the project deadline.

I am M.Sravani working as a Web Developer at Meta Intelligo Technologies Pvt Ltd. I am writing to request an extension on the deadline for the web application development project that I am currently working on. While I have finished the design and coding, the testing and debugging is taking longer than I anticipated. I have discovered some script errors that I need to review and correct. The application will work better and will have fewer security risks once I have done the testing.

I would like to request you to please grant my permission so that I can complete my work on the assigned project to me. I was supposed to submit the project on February 21, but I will appreciate it if you can extend the deadline to February 25. That will give me sufficient to finish the final testing.

Thank you for your consideration. I sincerely regret the delay.

Sincerely

**Mokati Sravani | Program Analyst Trainee | Meta Intelligo Technologies Pvt Ltd.**

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