

Memorandum Seeking Extension to Report Due Date

[Example]

[date]

Chair
Cabinet Policy Committee
c/- Secretary of the Cabinet Policy Committee
CABINET OFFICE

Extension to Due Date for Report to POL: [specify topic]

On [date] the Cabinet Policy Committee invited me/my department to report by [date] on [specify] [POL Min (05) x/x].

It has not been possible to submit the report according to the original timeframe set by the committee because [state reason]. I therefore seek an extension of the due date to [date]. The Ministers of [xx] and the departments of [xx], which have an interest in this issue, agree with the proposed new date.

Minister of [title]