

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company/Organization Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an advance submission of my [project/report/assignment name] originally due on [original due date].

Due to [brief explanation of the reason, e.g., unforeseen circumstances, workload, etc.], I would greatly appreciate the opportunity to submit my work by [proposed new deadline]. This would allow me to ensure the quality and comprehensiveness of the deliverable.

Thank you very much for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]
[Your Position, if applicable]
[Your Company, if applicable]