

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]
Dear [Recipient's Name],
I hope this message finds you well. I am writing to formally request an extension for the upcoming deadline for [specific project or assignment], which is currently due on [original deadline date].
Due to [brief explanation of the reason, e.g., unforeseen circumstances, workload, personal reasons], I believe that an extension would enable me to submit work that meets the expected standards.
I kindly request an extension of [number of days/weeks] and would greatly appreciate your understanding and consideration regarding this matter.
Thank you for your time, and I look forward to your positive response.
Sincerely,
[Your Name]
[Your Position, if applicable]