

[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 on the deadline for [specific project, assignment, or task] originally due on [original due date]. Due to [brief explanation of the reason for the request, e.g., unforeseen circumstances, personal challenges, etc.], I am unable to meet the current deadline.

I am committed to ensuring that the quality of my work meets the standards expected. Therefore, I kindly ask for an extension until [proposed new due date] to complete the task to the best of my ability. Thank you for considering my request. I appreciate your understanding and support. I look forward to your favorable response.

Sincerely,

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