

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request an extension for [specific assistance or grant] that is currently set to expire on [original deadline].

Due to [brief explanation of circumstances leading to the request], I am unable to complete the requirements by the given deadline. I am committed to [explain your intentions regarding completion or the project], and I believe that with a brief extension, I can meet the necessary criteria. I kindly ask for an extension of [number of days/weeks requested] which would allow me to [explain how this time will help you complete your obligations].

Thank you for considering my request. I appreciate your understanding and support. I look forward to your positive response.

Sincerely,
[Your Name]