

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Title/Position]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Extension of CXC Certification

I hope this letter finds you well. I am writing to formally request an extension for my CXC certification, originally scheduled for completion by [original deadline date]. Due to [reason for request, e.g., unforeseen circumstances, personal challenges, etc.], I am unable to meet the deadline.

I kindly ask for an extension until [new requested deadline date] to complete the necessary requirements. This additional time would significantly assist me in ensuring that I fulfill all obligations to the best of my ability.

Thank you for considering my request. I am willing to provide any additional information if needed.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]