

[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Recipient's Company Name]
[Recipient's Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Due Date Extension

I hope this message finds you well. I am writing to formally request an extension on the due date for [specific project, payment, or submission], originally set for [original due date].

Due to [briefly explain the reason for the request, e.g., unforeseen circumstances, resource delays, etc.], we are unable to meet the original timeline. We believe that an extension of [number of days/weeks] would allow us to [explain the benefits of the extension, e.g., complete the project to a higher standard, ensure accuracy, etc.].

We greatly value our partnership and appreciate your understanding in this matter. Please let me know if you require any additional information or if you would like to discuss this request further.

Thank you for considering our request. I look forward to your positive response.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]