

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

[Recipient Name]  
[Recipient Title]  
[Organization Name]  
[Organization Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request an extension for the due date of [specific assignment/project name] originally due on [original due date]. Due to [brief explanation of the reasons for the request, e.g., unforeseen circumstances, illness, workload], I am unable to meet the original deadline.

I would greatly appreciate it if you could grant me an extension of [number of days/weeks] until [new proposed due date]. This additional time would enable me to [mention how the extension would help you complete the work to a higher standard].

Thank you for considering my request. I understand the importance of deadlines and appreciate your understanding in this matter. I look forward to your favorable response.

Sincerely,

[Your Name]  
[Your Position/Title, if relevant]