

[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 for the due date of [specific task or project] originally due on [original due date].

Due to [brief explanation of the reason for the extension request, e.g., unforeseen circumstances, illness, etc.], I am unable to meet the current deadline. I am committed to ensuring the quality of my work and would greatly appreciate an extension of [number of days/weeks you are requesting] to complete the project.

Thank you for considering my request. I am willing to discuss this matter further and look forward to your understanding.

Sincerely,
[Your Name]