

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[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 on the due date for [specific task, project, assignment, etc.], originally due on [original due date].

Due to [brief explanation of the reason for the extension request, e.g., unforeseen circumstances, personal issues, etc.], I am unable to meet the original deadline. I believe that an extension of [number of days/weeks you are requesting] would allow me to complete the work to the best of my ability.

I understand the importance of timelines and appreciate your consideration of my request. If granted, I will ensure that [specific task, project, assignment, etc.] will be completed by [new proposed due date].

Thank you for your understanding. I look forward to your positive response.

Sincerely,

[Your Name]
[Your Position, if applicable]
[Your Company/Organization, if applicable]