

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

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

Dear [Recipient Name],

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

Due to [brief explanation of circumstances, e.g., unforeseen circumstances, personal reasons, etc.], I am unable to meet the current deadline. I believe that an extension would allow me to deliver a higher quality of work and fulfill my obligations more effectively.

I kindly request an extension of [number of days/weeks] and am hopeful that you might consider this request. I appreciate your understanding and support regarding this matter.

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

Sincerely,  
[Your Name]