

[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 letter finds you well. I am writing to formally request an extension for the due date of [specific assignment, project, or payment] originally scheduled for [original due date].

Due to [briefly explain reason for the request, e.g., unforeseen circumstances, personal issues, etc.], I am unable to meet the deadline as initially agreed. I am committed to maintaining the quality of my work, and an extension would greatly assist me in achieving this goal. I kindly request an extension of [number of days/weeks] and propose a new due date of [proposed new due date]. I appreciate your consideration of this request and am willing to discuss any concerns or conditions you might have regarding this extension.

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

Sincerely,

[Your Name]  
[Your Position, if applicable]