

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company/Organization 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 project, assignment, or payment] originally due on [original due date].

Due to [briefly explain the reason for the request, e.g., unforeseen circumstances, personal issues, etc.], I am unable to meet the original deadline. I believe that an extension would allow me to [explain how the extension will help you complete the project or task more effectively].

I kindly ask for an extension until [proposed new due date]. I appreciate your understanding and consideration of my request. Please let me know if you need any additional information or if we can discuss this matter further.

Thank you for your time and support.

Sincerely,

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